



## Program Assistant

Casual · Part-Time · Non-Unionized

Andrew Fleck Children's Services is looking to hire a Program Assistant. In this role you will assist the teaching team in supporting a child(ren) with special needs who is/are attending a licensed child care program. It is intended to enhance the child/staff ratio. The PA is an additional support to the group.

**Available from:** November 1<sup>st</sup>, 2021 to December 31<sup>st</sup>, 2021  
**Salary:** \$17.11 per hour + 4% vacation pay  
**Hours:** 32 hours per week  
**Location:** Carleton Heights Childcare Centre, 1660 Prince of Wales Dr., Ottawa, ON  
**Closing date:** October 27<sup>th</sup>, 2021  
**Apply:** E-mail: [hrrecruiting@afchildrensservices.ca](mailto:hrrecruiting@afchildrensservices.ca)

### What Andrew Fleck Children's Services offers...

- ✓ Competitive hourly rate
- ✓ A unique culture that fosters leadership, responsiveness, communication, and teamwork
- ✓ A place where your opinions will be respected, and your contributions valued
- ✓ A chance to grow – personally and professionally – through our comprehensive orientation program, on the job learning, and in-house and external training
- ✓ A strong commitment to equity and diversity in the workplace and community

### In this role you will...

- ✓ Assist the teaching team in supporting a child with special needs who is attending a licensed child care program
- ✓ Support and make a commitment to the principles of inclusion
- ✓ Be familiar with the activities, routines, philosophy, policies and procedures of the child care setting
- ✓ Recognize the need for the child to interact with all children and staff in the child care centre
- ✓ Assist in providing optimal opportunities for the child to fully participate in all activities
- ✓ Facilitate and involve other children in activities in order to create opportunities for peer interactions
- ✓ Respond to daily direction given by the educator and/or Supervisor
- ✓ Implement program activities outlined in the Team Service Plan, in collaboration with the educators
- ✓ Maintains good working relations with all staff to ensure good communication
- ✓ Completes appropriate observational records as required
- ✓ Maintains confidentiality at all times

### To qualify for this role you have...

- ✓ Clear Police Record Check (Vulnerable sector) completed in the last 6 months
- ✓ Valid Standard First Aid and CPR certification
- ✓ Experience working with children who have special needs
- ✓ Skills and knowledge in behaviour guidance would be an asset

We are an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Should the applicant require any accommodations during the application process please notify Human Resources at [hrrecruiting@afchildrensservices.ca](mailto:hrrecruiting@afchildrensservices.ca)

