



**Position:** **PROGRAM ASSISTANT (CISS)– Split Shift - Alta Vista Program**

The role of the Program Assistant (PA) is to 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 and the PA is never to be left alone with the child(ren). The PA is an additional support to the GROUP and is not to be included as part of the ratio.

**Union/Management:** Casual, Part-Time, Non-unionized position

April 16<sup>th</sup>, 2018 to June 29<sup>th</sup>, 2018 with the possibility of extension (Monday to Friday 7:45am to 8:45am and 3:30pm to 5pm)

Additional hours may be available during March break and non-school days.

**Salary:** \$15.11 per hour

**Location:** Alta Vista Child Care Program, 1349 Randall Ave., Ottawa, Ontario K1H 7R2

**Responsibilities:**

- The role of the Program Assistant (PA) is to 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 and the PA is never to be left alone with the child(ren).
- Supports and makes a commitment to the principles of inclusion.
- Is familiar with the activities, routines, philosophy, policies and procedures of the child care setting.
- Recognizes the need for the child to interact with all children and staff in the child care centre.
- Assists in providing optimal opportunities for the child to fully participate in all activities.
- Facilitates and involves other children in activities in order to create opportunities for peer interactions.
- When appropriate, participates in discussions with the educator and the Resource Consultant.
- Participates in staff meetings and training opportunities as required and approved by CISS.
- Responds to daily direction given by the educator and/or Supervisor.
- With the educators, implements program activities including those outlined in the Team Service Plan.

- Maintains good working relations with all staff to ensure good communication.
- Completes appropriate observational records as required.
- Maintains confidentiality at all times.

**Qualifications:**

- 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

**Hours of Work:**

Monday to Friday 7:45am to 8:45am and 3:30pm to 5pm (Additional hours may be available on March break and non-school days)

**Available from:**

April 16<sup>th</sup>, 2018 to June 29<sup>th</sup>, 2018 with the possibility of extension

**Apply:**

E-mail: [hrrecruiting@afchildrensservices.ca](mailto:hrrecruiting@afchildrensservices.ca)

**Closing date:**

April 10, 2018

We thank all applicants for their interest; however only those selected for an interview will be contacted.

This position is open to both male and female applicants.

Should the applicant require any accommodations during the application process please notify Human Resources as per the Accessibility for Ontarians with Disabilities Act.