



Position: **PROGRAM ASSISTANT (CISS)– Stittsville Program**

Union/Management: Casual, Full-Time, Non-unionized position
Monday to Friday (8 hours per day/ 40 hours per week)
July 3rd to August 31, 2018

Salary: \$15.11 per hour

Location: 40 Granite Ridge Drive, Stittsville, Ontario

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

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.
- 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.

Hours of Work: Monday to Friday (40 hours per week)

Available from: July 3rd, 2018 to August 31, 2018

Apply: E-mail: hrrecruiting@afchildrensservices.ca

Closing date: Friday, June 22, 2018

We thank all applicants for their interest; however only those selected for an interview will be contacted. No telephone inquiries please.

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.