



Steveston Community Society

Serving the Community of Steveston Since 1946

Support Worker – Preschool

Reporting to the Preschool Coordinator, helps assist the program team to deliver an active and well-organized program; supports the program when a child requiring extra support is in attendance.

DUTIES AND RESPONSIBILITIES

- Contribute to the development and implementation of Individual Service Plans for children requiring extra support; incorporate children requiring extra support into regular programming when possible or ensure alternate plans are available; identify the abilities, interests and needs of children and recommend individualized and group activities based on these
- Assist program staff to create an indoor and outdoor environment that allows for accessibility to and safety of children requiring extra support
- Ensure activities accommodate and promote inclusion in all aspects of the program
- Conduct activities with children on an individual and group basis
- Discuss background information with parents to offer continuity between home and program (i.e. using similar routines and structure); record pertinent information daily in the communication book and report problems and concerns to senior staff.
- May recommend referrals or additional services for children with professionals such as behavioural therapists, occupational therapists and speech language pathologists in cooperation with instructor/leader.
- Participate in meetings with families when required
- Work with appropriate agencies to acquire resources for children requiring extra support
- Assist children with toileting and as required.
- Administer medications as required in accordance with established policy
- Attend program planning and staff meetings to assess and discuss program plans and goals
- Responsible to document and report child abuse to supervisors and the Ministry
- Responsible to fill out accident report forms
- Other related duties as assigned and may vary according to facility

REQUIRED QUALIFICATIONS

- High school graduation and up to six month's experience working with children or an equivalent combination of education and experience
- Criminal record check
- Emergency Childcare First Aid or Standard First Aid including CPR B or higher

LICENSING REQUIREMENTS

- 19+years of age
- Physician Note
- Immunization records

DESIRED QUALIFICATIONS

- ECE certificate or family license with min. 40 hours of work experience
- Post basic ECE training
- Training/courses in behavioural/developmental challenges, autism spectrum, special needs therapies
- Completed guiding and caring courses

HOURS OF WORK AND WAGES

- Monday-Friday, 20 hours/week
- \$17.41 - \$18.47 / hour

Interested candidates may apply for this position by sending a cover letter and resume to:

Laura Kump – Preschool Coordinator
Steveston Community Centre
4111 Moncton Street
Richmond BC V7E 3A8
Email: lkump@richmond.ca

The deadline for receiving applications is **October 5, 2018**.
The Steveston Community Society thanks all applicants in advance for their interest.
Only those candidates under further consideration will be contacted.