



Steveston Community Society

Serving the Community of Steveston Since 1946

EMPLOYMENT OPPORTUNITY

SUPPORT WORKER - PRESCHOOL

Reporting to the Preschool Coordinator, provides support when a child requiring extra support is in attendance. Ensures the well-being of the child(ren) in the program and promotes their development in assisting the child(ren) in their physical, social, emotional and daily life skills development.

Duties and Responsibilities

Programming

- 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

Customer Service/Communication

- Conduct activities with child(ren) on an individual and group basis
- Discuss background information with parents
- Report incidents and concerns to supervisor
- 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.
- Attend regular staff meetings with staff, families, and other organizations
- Work with appropriate agencies to acquire resources for children requiring extra support
- Attend to children's physical needs, which may include toileting and eating
- Assist child with developing appropriate social skills
- Assess Care Plan given by staff, families and other organizations

Safety/Risk Management

- Monitor children in indoor and outdoor activities and during rest periods; conduct activities with children on an individual and group basis
- Ensure classroom safety as outlined by Health Medical Safety regulations; follow proper Centre protocol
- Administer medications as required in accordance with established policy
- Keep program facilities and equipment safe and clean, reporting any repairs and concerns to senior staff

Administrative

- Record pertinent information daily in the communication book
- Responsible to document and report child abuse to supervisors and the Ministry
- Responsible to fill out Incident and First Aid 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
- Police Information Check
- Emergency Childcare First Aid or Standard First Aid including CPR B or higher

- BCRPA High Five – Principles of Healthy Child Development Certification
- Licensing Requirements:
 - 19+ years of age
 - Immunization Records

Desirable 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 Remuneration:

- Starting November 2021
- Monday, Wednesday & Friday, 13.5 hours/week, November 2021 to March 2022
- Tuesday & Thursday, 7 hours/week, November 2021 to June 2022
- \$18.39 - \$19.51/ hour

Interested candidates may apply for this position by sending a cover letter and resume to:
Catherine Nevada – Preschool Coordinator – cnevada@richmond.ca

The deadline for receiving applications is **Sunday, October 31 at 5:00 pm.**

The Steveston Community Society thanks all applicants in advance for their interest.
Only those candidates under further consideration will be contacted.