



The Municipality of South Bruce

Enhanced Support Worker – Before and After School Care

The Municipality of South Bruce has an opening for an Enhanced Support Worker for the Before and After School Care Program in Teeswater. This is a part-time, contract position until the end of December 2022, with the possibility of an extension. Hours of work daily Monday-Friday are from 6am–9am, 3pm-6:30pm, approximately 30 hours per week.

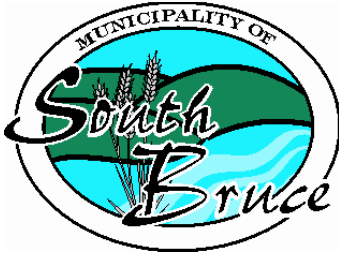
A complete job description is attached below.

Interested candidates are invited to apply by submitting their resume with covering letter **by 12:00 noon on Nov 14, 2022 to:**

Municipality of South Bruce
Attn: Rhonda Niesen
21 Gordon Street E
P.O. Box 540
Teeswater, ON N0G 2S0

Applications will be received electronically by emailing the cover letter and resume to: rniesen@southbruce.ca in either Word or Adobe format.

We thank all applicants in advance, but regret that only those selected for interviews will be contacted. The Corporation of the Municipality of South Bruce is committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity, please advise if you require accommodation.



POSITION DESCRIPTION

POSITION TITLE: ENHANCED SUPPORT WORKER- BEFORE AND AFTER SCHOOL TEESWATER

DEPARTMENT: Recreation & Facilities

SALARY GROUP:
SEASONAL

GENERAL SUPERVISOR: Recreation & Facilities Manager

POSITIONS SUPERVISED: n/a

POSITION SUMMARY:

The Enhanced Support Worker is intended to support the inclusion of children with special needs (aged 0-12) in the Before and After School Program and camps.

PRINCIPAL RESPONSIBILITIES:

- Support the principals of inclusion during all daily routines
- Remain on site or on outings with the designated program at all times
- Adhere to the policies and procedures of the Municipality and all employer-employee expectations
- Follow regulations of the Child Care and Early Years Act.
- Conduct oneself in a professional manner
- Be familiar with all pertinent information regarding each child in the program
- Be familiar with the Serious Occurrence and Bruce Grey Children and Family Services reporting procedures and each person's duty to report
- Be aware of, and adhere to, confidentiality policies of the Municipality of South Bruce
- Prepare for and attend staff meetings, team meetings, case conferences and supervision sessions as requested
- Participate in in-service training sessions or professional development sessions to keep abreast of current information as it pertains to this position
- Implement program activities by following the Individual Support Plans and Goal Plans developed by the Resource Teacher and program staff when required
- Participate as a member of the child care team to best meet the needs of all children within the existing routine of the daily program
- In cooperation with Before and After School Care staff, as requested
- Consult on a daily basis with child care educators and on a regular basis with the Bruce County Resource Teacher
- Assist with acquiring purchase orders and obtaining program supplies
- Sanitization of supplies
- Other duties as assigned by your supervisor

EDUCATION:

Minimum ECE degree or diploma, Child and Youth, Development Support, Educational Assistant, Recreation and Leisure and/or trainings in the fields of psychology or extensive experience with ECE. If an ECE, be a member in good standing with the College of Early Childhood Educators in Ontario

QUALIFICATIONS (RECOMMENDED):

1. Must be 18 years of age or older
2. Must possess or be willing to take High- Five
3. Must provide a Vulnerable Sector Police Check
4. Must possess a high school diploma or equivalent.
5. Must be at least 18 years of age.
6. Must have two years of previous experience working with elementary school aged children.
7. Possess basic knowledge and understanding of school aged children.
8. Be a self-starter and perform job with little supervision.
9. Possess the ability to communicate verbally and in writing.
10. Possess the ability to follow written and oral directions.
11. Must be able to handle any questions that arise with the public by answering them or by giving them the proper directions for the answer.
12. Must be honest, in good health, accurate, have a neat appearance, and a courteous manner.
13. Must be in good physical condition.
14. Good interpersonal skills
15. Able to work alone or with minimal supervision; personal qualities of reliability and co-operation
16. Working knowledge of refrigeration, mechanical and electrical equipment
17. Knowledge of health and safety practices, including WHMIS and current standard first aid and CPR certificate.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Work in all types of weather, times, and environmental conditions
- Split Shift work
- Personal Protective Equipment (PPE) must be worn at all times.

CONDITIONS OF EMPLOYMENT:

This position requires you to be able to handle stress, you will be dealing with children and the public. Hours of work daily Monday-Friday are from 6am–9am, 3pm-6:30pm, generally September to December will be approximately 30 hours per week. You may have to respond to emergency situations. As an employee, you must submit to a police background check at your own expense. You are required to attend all training sessions as required by the Municipality. You are required to wear all required personal protective equipment (PPE) as required for this position.

Prepared By: AW
Effective Date: October 21, 2022

Approved By: LM