

Summer Program Support Worker

Location:	Windsor/Essex, Ontario
Reports to:	Summer Program Supervisor
Training Dates:	June 4 – 7 and June 11 - 14 (TENTATIVE DATES)
Program Dates:	July 9 – August 17 (Monday – Friday)
Hours:	8:30 a.m. – 3:30 p.m.
Wage:	\$15/hour

Must be available to work the entire length of program including all mandatory training

JOB SUMMARY:

The support worker is responsible for working directly with a student diagnosed with autism on a one-to-one ratio in a classroom setting, looking after their daily needs and following the daily program as outlined by the Director of the Program.

Essential Job Functions:

- Is responsible for knowing, understanding, and following ASI policies and procedures
- Is responsible for the care, supervision and safety of the student (s) that you are assigned to at all times
- Follows the daily program with his or her student making modifications based on their interest and specific needs
- Participate in supporting students in a community setting including pools, parks and other outings
- Interact respectfully and with dignity with parents, students, supervisors, program staff, and community agency representatives
- Write a daily report (accurately and professionally) for the student (s) you are assigned to
- Is responsible for planning activities on a daily/weekly basis for the students within your classroom
- Apply approved Behaviour Management System techniques as per ASI policies
- Maintain confidentiality of sensitive and privileged information
- Report immediately to your Supervisor of any problems/concerns with students or other staff members, illness or injury of yourself or a student, or any breach of confidentiality of ASI policies
- Must be able to occasionally lift and transfer up to 50 lbs
- Perform any assigned duties (i.e. sweeping, cleaning of toys, dishes, garbage, etc.)
- Attend any staff meetings as planned throughout the program
- Maintain respect and professionalism at all times

Qualifications

EDUCATION:

- Preference is given to full time students returning to school in September
- Preference to those studying in the fields of: teaching, social work, CYW, DSW and Educator Assistant

EXPERIENCE:

- Experience working with children in a day program atmosphere
- Previous background/knowledge working with individuals with developmental disabilities
- Must possess a valid First Aid & CPR certificate which is WSIB and Heart and Stroke Foundation compliant

- Must possess a valid Behaviour Management Systems certificate (Ministry requirement)
- Police Clearance required (Vulnerable Sector Check) (Ministry requirement)

Personal Attributes

- Good oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Personal hygiene practices
- Demonstrate a patient, receptive and understanding attitude toward students
- Determine appropriate action within clearly defined guidelines
- Use good judgement in making independent decisions to respond to student requests and needs
- Support and contribute to a health workplace that embraces diversity, encourages teamwork and complies with all applicable regulatory and legislative requirements

Autism Services Inc. is an equal opportunity employer. Candidates from diverse groups are encouraged to apply. We thank all applicants in advance for their interest; however only those selected for an interview will be contacted, no phone calls please