

Summer Program Support Worker

Location:	Windsor OR Essex, Ontario
Reports to:	Summer Program Supervisor
Training Dates:	July 2, July 3, and July 4 from 8:30am – 4:30pm (and July 5 tentative) (24 to 30 hrs.)
Program Dates:	July 7 - August 15, 2025 (Monday – Friday) (35 hours per week)
Hours:	8:30 a.m. – 3:30 p.m.
Wage:	\$19/hour (+ Potential end of Summer Program bonus)

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 in a one-to-one or two-to-one student-to-support worker ratio in a classroom setting, looking after their daily needs and following the daily program as outlined by the Directors 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 public 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 swim and attend and support students in a public swimming pool a minimum of 3 days per week**
- 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
- Represent ASI professionally through effective and courteous verbal and written communications
- Strictly adhere to all policies, procedures and infection management protocols.

QUALIFICATIONS

EDUCATION:

- Must be enrolled in or graduated from a recognized secondary or post-secondary education institution

- Preference is given to those studying or recently completed schooling in the fields of: Autism and Behavioural Science, Education, Disability Studies, Social Work, Child and Youth Care Practitioner, Developmental Services Worker, Educator Assistant, Health Sciences, and Psychology

EXPERIENCE:

- Preference is given to those with experience working with children and/or youth
- Preference is given to those with experience or background/knowledge working with individuals with developmental disabilities

REQUIREMENTS:

- Must possess a valid First Aid & CPR certificate which is WSIB and Heart and Stroke Foundation compliant or obtain one prior to the start of the summer program.
- Must possess a valid Behaviour Management Systems certificate (Ministry requirement) (ASI will provide training prior to the start of the program).
- Must possess a **NEW Broad Record Check (BRC) Police Clearance** or obtain one prior to the start of the summer program (Ministry requirement).
- Must be legally eligible to work in Canada.

ASI participates in Canada Summer Job Grants. Eligible staff -- between the ages of 15 to 30 years of age -- and must comply with roles and requirements of the Canada Summer Jobs Program and will be required to complete a CSJ participant questionnaire.

PERSONAL ATTRIBUTES:

- Good oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- 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 that is committed to inclusive, barrier-free recruitment and selection processes and will accommodate the needs of applicants under the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA).

We thank all applicants in advance for their interest; however, only those selected for an interview will be contacted.