

**ANDREW FLECK CHILDREN'S SERVICES**  
**JOB DESCRIPTION**

**JOB CLASS:** Program Assistant

**JOB TITLE:** Program Assistant

**LOCATION:** Various Group Care Centres

**REPORTS TO:** Program Coordinator

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**SUMMARY:**

The role of the Program Assistant (PA) is to assist the teaching team in supporting a child(ren) with special needs who is/are attending a licensed child care program. It is intended to enhance the child/staff ratio. The PA is an additional support to the GROUP and is not to be included as part of the ratio.

**KEY OBJECTIVES:**

- To perform duties in accordance with the mission statement and core values of AFCS and the mandate of Group Child Care Program.
- To support and assist the ECEs in supporting a child(ren) with special needs who is/are attending a licensed child care program.

**RESPONSIBILITIES WILL INCLUDE BUT NOT BE LIMITED TO:**

1. Supports and makes a commitment to the principles of inclusion.
2. Is familiar with the activities, routines, philosophy, policies and procedures of the child care program.
3. Recognizes the need for the child(ren) to interact with all children and staff in the child care program.
4. Assists in providing optimal opportunities for the child(ren) to fully participate in all activities.
5. Facilitates and engages other children in activities in order to create opportunities for peer interactions.
6. Participates in discussions with the teaching team and the Resource Consultant when appropriate.
7. Participates in staff meetings and training opportunities as required and approved by the Resource Consultant.
8. Responds to daily direction given by the Educator and/or Supervisor.

9. Implements program activities and recommended strategies including those outlined in the Team Service Plan in partnership with the teaching team.
10. Maintains good working relations with the teaching staff to ensure effective communication and team work.
11. Maintains confidentiality at all times.

#### **QUALIFICATIONS**

- Clear Police Record Check (Vulnerable sector) completed in the last 6 months
- Valid Standard First Aid and CPR certification
- Experience working with children who have special needs
- Skills and knowledge in behaviour guidance would be an asset
- An additional language would be an asset