

INCLUSION POWELL RIVER

JOB DESCRIPTION

Job Title: **SPECIAL NEEDS PROGRAMMER,
“JUST FOR THE FUN OF IT!” SUMMER PROGRAM**

Job Contribution: The Special Needs Programmer is responsible for the day-to-day operations of the summer program and provides leadership and direction to the team. He/she is committed to providing children participating in the summer program with a range of creative and fun activities that allow them to grow physically, emotionally and socially.

Division: Child and Family Services

Reporting Relationships: Typically, the Special Needs Programmer reports to the Senior Coordinator

Grid Level: 12

Classification: Program Coordinator 1

KEY DUTIES AND RESPONSIBILITIES:

1. Responds to referrals by meeting with parents / caregivers, describing the program to them and assisting with registration. Meets with parents as required.
2. Ensures all team members are familiar with the support requirements of each child.
3. Plans activities for children five years and older including teenagers. Ensures that the activities offered are responsive to and appropriate for the individual needs of the children. Arranges and/or provides safe transportation for children as needed.
4. Provides one-to-one support to children during their participation in the program as needed.
5. Models appropriate interactions with the children. Supports activity workers in their roles. Reports any issues or concerns to the Program Manager.
6. Establishes the arrangement, appearance, and décor of the learning environment.

Revised: 01.13; 06.14; 05.15

Reviewed: 04.07; 04.08; 04.09; 10.09; 07.10; 04.11; 04.12; 07.13; 06.14; 08.15

7. Supervises summer program staff and is a vital communication link between the Summer Program and the other Child and Family Services.
8. Liaises and works cooperatively with the Recreation Complex and other agencies providing recreation activities for children and youth.
9. Participates in planning and evaluation meetings as required.
10. Completes all record keeping and/or forms required by the Program Manger, CLBC or the Administration office including payroll.
11. Administers program funds responsibly and in keeping with the assigned budget. Maintains proper financial record keeping and accounting for program and personal funds. Ensures a system of effective purchasing.
12. Maintains up-to-date and practical knowledge of all safety and emergency procedures as outlined in the Operations Manual and Policy Manual.
13. Arranges and/or provides safe transportation for children and youth enrolled.
14. Performs other duties as assigned.

REQUIRED QUALIFICATIONS:

An Early Childhood Educator's License, Special Need's Educator's License, Recreational and/or Child and Youth Care diploma or degree is required. One to three years supporting children in diverse settings is also required. Lifeguard training or advanced swimming certificate is required.

REQUIRED ABILITIES:

Ability to interact effectively and develop positive relationships with children youth served by the program
 Excellent oral and written communication skills.
 Excellent interpersonal behaviour and communication skills.
 Knowledge of theory, principles and practices of family-centered care and the community living sector.
 Excellent organization, time and general management skills.
 Demonstrated ability to provide leadership to a team as well as work independently.
 Excellent teaching skills and ability to coach and mentor same.
 Knowledge of group process and facilitation techniques.
 Knowledge of the impact of medical, social and behavioural conditions on child development and family functioning.
 Ability to involve children and youth who have developmental disabilities in community activities regardless of medical or behavioural barriers.

Revised: 01.13; 06.14; 05.15

Reviewed: 04.07; 04.08; 04.09; 10.09; 07.10; 04.11; 04.12; 07.13; 06.14; 08.15

ADDITIONAL QUALIFICATIONS:

Education relevant to the job such as certificates, diplomas, or degrees that related to child and youth services, recreation, etc. Education or training that relates to challenging conditions such as autism and FASD.

REQUIREMENTS FOR ONGOING EMPLOYMENT:

- Approved Criminal Record Search to be renewed every 5 years
- Medical doctor's letter of good physical and mental health.
- TB test
- Hepatitis B vaccine where appropriate
- Valid unrestricted Class 4 BC driver's license
- Valid WCB approved First Aid Certificate
- Access to a safe, well-maintained vehicle with appropriate insurance

This position requires an ability to supervise large groups of children and young staff while participating in outdoor and special events in the community. An ability to remain attentive to individuals, interactions and events despite high noise levels and multiple demands is essential. A moderate to high level of physical fitness is required to participate in program activities which include standing, walking, running, bending, lifting, kneeling, etc. Flexible hours to accommodate participation in community activities are necessary.

Ergonomic Considerations:

In the execution of duties, the Pre-School Coordinator is required to use proper body mechanics and refer to the Risk Assessment and Risk Analysis instructions in the Operations Manual. He / she will execute the following physical activities:

- Assist and support children by walking, running, standing, bending and lifting children
- Assist and support children using walkers, standing frames, wheelchairs and other adaptive equipment:
 - by lifting and transferring
 - by repositioning
 - by shifting body weight
 - by pushing wheelchair (adjusting hand grips to appropriate, comfortable height)
 - by affixing tie-downs in the van (paying attention to headroom and benching required)
- Assist children with braces and splints
- Staff is mindful of the following unexpected movement of a child:
 - by pulling away
 - by resisting
 - by grabbing at furniture and toys while being repositioned
 - by dropping to the ground while being assisted to walk
 - by running away

Revised: 01.13; 06.14; 05.15

Reviewed: 04.07; 04.08; 04.09; 10.09; 07.10; 04.11; 04.12; 07.13; 06.14; 08.15

- Staff is mindful of a child’s potential for aggressive behaviours such as:
 - hitting
 - throwing objects
 - biting
 - pinching
 - scratching
 - pushing / shoving
- Staff is required to execute general housekeeping duties such as:
 - dish and toy washing
 - dusting and wiping shelves, desks, filing cabinets, etc.
 - cleaning stove and fridge and microwave oven
 - vacuuming
 - carrying boxes, moving furniture and equipment, creating child friendly environment and décor
- Staff is required to complete office / paper work:
 - desk and chair must be suitable
 - computer station (keyboard / mouse position) must be suitable
 - appropriate use of the telephone with proper body mechanics to avoid neck stress
 - lighting is required
- Staff works in typical child care settings, child’s home and community. In doing so, attention must be given to the layout of the child care facility / home; i.e., repeated stair climbing at the office, child care facilities and homes.
- All staff are at risk of aggression while providing assistance with emergencies and crisis intervention.