



## Program Support Assistant

### Full-Time/ Part-time Position

I'm for Kids Team programming provides each child with identified needs an opportunity to grow and develop to their optimum potential within their family, community and early childhood settings. If you are the successful candidate for the Program Support Assistant (PSA) position, you would work alongside the Education Coordinator and multidisciplinary team (SLP, OT, PT, Psychologist) to support the children in the classroom environment while targeting individual goals outlined in the children's Individual Program Plan (IPP)

#### **Responsibilities Include:**

- Communicate effectively and problem solve with teams
- Organize and plan a variety of fun and engaging activities while targeting each child's IPP goals
- Support the development of daily living skills which may include: Feeding, dressing, toileting
- You may be required to facilitate the development of communication skills through assistive technology, sign language and/or picture symbols

#### **We Offer:**

- Benefits package for employees who work 20hr/week or more
- Paid vacation
- Materials provided/ and expense allowance for supplies
- In-house Professional Development opportunities
- Paid mileage and travel time

#### **The ideal candidate will:**

- Have strong interpersonal, communication, and organizational skill
- Be able to work independently AND as part of a multi-disciplinary team
- Have excellent time management skills
- Have experience working with preschool-aged children with delays in development
- Knowledge of Early Childhood Development (eg. Early Childhood Educator, Disabilities Studies, Community Rehab, Educational Assistant, SLPA, OTA, PTA, etc.)

#### **Qualifications**

Minimum of a High School Diploma, preference is given to candidates with post-secondary education

Proficient in the English language, both written and verbal

A reliable vehicle, valid driver's license and Insurance, and ability to transport children.

Current Police Information Check (Vulnerable sector, must be within the last 6 months)

Basic computer Skills.

Lifting and carrying demands are required; the ability to bend at the waist, stoop, twist, stand, walk and sit frequently. The ability to lift/push/pull/carry between 10 to 50 lbs. You may be subject to challenging behaviours of children.

#### **Please submit your resume to:**

Dallas Garrison, Director of Human Resources

I'm for Kids Team

Phone: 403-236-8919 Ext. 222

Fax 403-257-0403

[dgarrison@imforkids.org](mailto:dgarrison@imforkids.org)

[www.imforkids.org](http://www.imforkids.org)