

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (RECREATION DIVISION – PROGRAM DEVELOPMENT – LOCATION - VARIOUS)

INCLUSION COUNSELLOR – SUMMER

GENERAL DUTIES

Under the supervision of the Supervisor, Inclusion Programming, the Inclusion Counsellor – Summer plans and organizes recreational and outdoor programs for participants with special needs and oversees the integration of participants into the recreation program.

SPECIFIC DUTIES

Assists in the development, implementation and coordination of daily recreational and outdoor programs for special needs participants. Ensures programs integrate special needs participants into all group activities.

Develops and submits for approval weekly programs consisting of active and quiet games, crafts and special events.

Maintains a safe environment for the children at the base location as well as during transport and while participating in programs and on field trips.

Assists with the feeding, toileting and day to day needs of special needs participant as required.

Performs other duties as assigned which are directly related to the major responsibilities of the position.

QUALIFICATIONS

1. Previous experience working with individuals with special needs required.
2. Demonstrated knowledge of cognitive, developmental, physical and behavioural conditions. (i.e. Cerebral Palsy, Downs Syndrome, Autism, Attention Deficit Disorder).
3. Skills in crafts, music, sports, special needs, games, arts, drama and volunteers.
4. Must be able to communicate effectively, both orally and in written form.
5. Must possess and maintain current certification in “Standard” First Aid with CPR Level “C”. (This must be clearly identified on your resume.) All “Standard” First Aid certificates must be issued by a training agency recognized by the Workplace Safety Insurance Board (WSIB). Please refer to the WSIB website www.wsib.on.ca for approved providers. At time of assessment (which could be as early as days after the posting closes), you will be asked to provide “**proof**” that you possess the required certificate(s).
6. Must be able to obtain High Five Principles of Healthy Child Development (PHCD) Certification prior to first scheduled shift.
7. Ability to sign would be an asset.
8. Non-violent Crisis Prevention Intervention (NVCi) certification is an asset.

9. Commitment to this position will include staff training, staff meetings and on-site attendance during camp season.

NOTE 1:

As a condition of employment, the successful applicant(s) will be required to obtain a Vulnerable Sector Check, at their own expense, prior to beginning work in this position.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
