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361 Montreal Street, Kingston ON K7K 3H4

**JOB POSTING**

**Program Counsellor**

Salary: \$14 plus per hour | Part-time casual

**Qualifications:**

- Experience working with individuals with disabilities
- Police Record Check - CPIC including Vulnerable Sector

**Assets:**

- Standard First Aid, CPR
- Sign language (ASL)
- CPI training
- G-tube feedings
- Bilingual – French and English

**Skills**

- Excellent communication, interpersonal and leadership skills
- Ability to work cooperatively with a team
- Strong program delivery skills in a variety of areas including crafts, music, swimming, and recreational activities

**Additional Requirements:**

We are looking for individuals who are **energetic, positive role models**, safety conscious and who have a genuine compassionate and caring nature.

**Area of Authority**

Under the direction of the Coordinator of Day Services the Program Counsellor is responsible for implementing an exciting, active program for children and/or adults. Is responsible daily for supporting individuals with special needs.

**Key Responsibilities:**

- Become familiar with each participant's profile paying particular attention to vulnerabilities.
- Greet participant(s) and their caregivers in the morning, checking backpacks for lunches, sunscreen, swimsuits and towel, and ensure personal items are in back pack at the end of the day.
- Provide constant care and supervision to assigned participants paying close attention to their health and safety, at all times.

Voice: 613-544-8939, ext 229 Fax: 613-544-9569  
megan@eafkingston.com

- Encourage individual(s) to participate in the activities one-on-one and within the larger group by engaging them and taking an active participatory role including during swims in lakes and pools.
- Intervene and problem-solve when conflict occurs between participants.
- Organize materials and assist with crafts and activities.
- Assist program participants with personal hygiene and toileting.
- Responsible for reporting any incidents within group to the Program Coordinator and writing up Incident Reports.
- Encourage participants and work with other staff to tidy up upon completion of activities, after every transition and at the end of the day.
- Provide first aid treatment as needed.
- Report any health and safety issues immediately to supervisor.
- Other duties as assigned.

### How to Apply:

Please address the following points by number in your cover letter:

1. Outline your availability for work during: Saturdays, P.A. days, school breaks, week days and summer.
2. Please list which of the following qualifications you possess and include validation or expiration dates where applicable: CPR/First Aid, CPI, ASL (American Sign Language), G-Tube Feeding, Valid Driver's License, and are you bilingual?

Those sending their resume and cover letter by email are asked to send **one** PDF containing both documents with the file name Last name, First Name WI2018.

E.g. Smith, John WI2018.

Apply with resume and cover letter by mail or email to:

Extend-A-Family Kingston  
Competition: WI2018 – Counsellor  
361 Montreal Street  
Kingston, Ontario K7K 3H4  
[megan@eafkingston.com](mailto:megan@eafkingston.com)

No in-person visits or phone calls, please. Only those selected for an interview will be contacted.