



**SEMIAHMOO HOUSE SOCIETY**

[www.inclusionsurrey.com](http://www.inclusionsurrey.com)

## **CANADA SUMMER JOBS PROGRAM**

Required:            2 Community Inclusion Program Assistants  
                             2 Child Care Assistants  
                             2 Office Assistants

### **Job descriptions attached below**

37.5 hours per week

Placement would be a period ending August 25, 2017. Maximum 9 weeks

Wages are \$10.85 per hour.

All students must provide verification that they are returning to school in September on a full time basis and will be required to sign a declaration stating the above.

A criminal records check will be required.

Resumes should be sent to:

Semiahmoo House Society  
15306-24<sup>th</sup> Avenue  
Surrey, BC  
V4A 2J4

Fax: 536-9507

Attention: Human Resources

Email: [recruit@shsbc.ca](mailto:recruit@shsbc.ca)

## Community Inclusion Program Assistant – Full Time

### **Minimum Qualifications:**

- Completion of Grade 11;
- Interest in working with people who have developmental disabilities;
- Ability to work as part of a employee team;
- Interest in organizing and participating in recreational, vocational & employment program activities.

### **Specific Duties**

Summer Student Community Inclusion Program Assistants are directly accountable to the Program Manager, and will also be expected to take direction from regular employees on duty.

### **Key Duties & Responsibilities**

1. Under the supervision of the Program Manager, assist with the development and implementation of programs that will maximize the involvement of the supported individuals in their community inclusion programs.
2. Assist regular employees in developing and implementing a schedule of events & activities for the summer.
3. Assist the Program Manager and regular employees with various administration duties, projects and tasks.
4. Introduction of supported individuals to a variety of new community inclusion activities that would not have been part of the regular programming stream without the support of summer students.
5. Assessing and encouraging supported individuals in terms of interest in community inclusion programs.
6. Assist supported individuals in socialization skills, including individual contact, group contact, inter-personal skills, community awareness and social orientation.
7. Under the direction of regular employees, teach and encourage appropriate community involvement.
8. Participate in meals: monitor any special diets; promote meal time guidelines.
9. Practice and mentor safety guidelines and standards at all times
10. Ensure that the basic physical, social and emotional needs of the supported individuals are met. Any concerns in this regard are to be brought to the attention of the regular employees.
11. Relate to the supported individual in an empathic, positive manner which encourages feelings of personal worth and

dignity and focuses on maximizing the developmental potential of the individual. All interactions are to be in a respectful and adult like manner.

12. Promote self-sufficiency, responsibility, and independence for all supported individuals to whatever degree this may be expected in accordance with each individual's specific abilities and limitations.
13. Act as an appropriate role model.
14. Attend and participate in staff meetings, team planning meetings, and employee training workshops as required.
15. Record all relevant information as per policy.
16. Read and understand all information contained in Semiahmoo House Society Standard Operating Procedures Manual.
17. Understand and work within the policy guidelines and philosophies of the Semiahmoo House Society.

## Child Care Assistant – Full Time

### Minimum Qualifications:

- Completion of Grade 11;
- Interest in working with children
- Ability to work as part of a employee team;
- Interest in recreation and leisure

### Specific Duties

Summer Student Child Care Assistants are directly responsible to the Program Manager, but will additionally be expected to take direction from regular employees on duty.

### Key Duties & Responsibilities

Acting as an appropriate role model.

Attendance at: staff meetings and team planning meetings when required.

Keeping all safety guidelines and standards in mind at all times and to encourage the children to be aware of their own safety in all settings.

Understanding all information contained in Semiahmoo House Society Standard Operating Procedures Manual.

Understanding, reading or participating in all required employee training workshops, materials and handouts.

Understand and work within the policy guidelines and philosophies of the Semiahmoo House Society.

Under the direction of the regular employees, carries out age-specific activities for children in the centre or in the community. These will include indoor/outdoor, active/quiet and individual/group activities. Monitors children's conduct and ensures their safety.

Assists in the development of individualized and group programs depending on children's needs.

9. Provides behavioural intervention and support for children to assist in the development of their physical, cognitive, emotional and social skills.

10. Reports on progress, behaviours of children and other outstanding issues to the assigned staff supervisor.

11. Participates in short and long term planning and evaluation of school aged child care programs offered by the organization.

12. Attends to children's special and physical needs such as toileting, eating and transferring.

13. Ensures a healthy and safe environment in which the children can interact. Observes and removes potential hazards.

## Office Assistant – Full Time

### **Minimum Qualifications:**

- Completion of Grade 11;
- Interest in working with people who have developmental disabilities;
- Ability to work as part of a staff team;
- Interest in office administration

### **Specific Duties**

Summer Student Office Assistant is directly responsible to the Administrative Coordinator, but will additionally be expected to take direction from Directors and other administrative employees on duty.

### **Key Duties & Responsibilities**

1. Ensure courteous, helpful and professional experience for all who contact Semiahmoo House Society.
2. Answer phones and/or in person inquiries and route to appropriate employees as required.
3. Sort and distribute incoming mail from post or courier and ensure timely and accurate dispatch of outgoing mail.
4. Assist the various departments with routine clerical duties including some departmental project work.
5. Provide basic clerical support (i.e. typing, word processing, filing, data entry, shredding)
6. Maintain and operate a variety of office equipment (computers, printers, fax, copies, mail, etc).
7. Keeping all safety guidelines and standards in mind at all times.
8. Assist supported individuals and their support staff with accessing office services and personnel.
9. Understand and work within the policy guidelines and philosophies of the Semiahmoo House Society.
10. Other duties as assigned.