



CANADA SUMMER JOBS PROGRAM

Required in the South Surrey area:

- 3 Community Inclusion Program Assistants
- 2 Child Care Assistants
- 2 Office Assistants
- 2 Recreation Program Assistants
- 2 Residential Program Assistants

Required in the Newton area:

- 3 Community Inclusion Program Assistants
- 1 Office Assistant

Required in the Cloverdale area:

- 2 Residential Program Assistants

Job descriptions attached below

30 hours per week (except Child Care Assistants who are 40 hours per week)

Placement would be a period ending August 31, 2018. Maximum 8 weeks

Wages are \$12.65 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 emailed to: recruit@shsbc.ca

Attention Human Resources
Semiahmoo House Society
15306-24th Avenue
Surrey, BC
V4A 2J4

Fax: 536-9507

Community Inclusion Program Assistant Job Description

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/Supervisor, and will also be expected to take direction from regular employees on duty.

Key Duties & Responsibilities

1. Under the supervision of the Program Manager/Supervisor, 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 and activities for the summer.
3. Assist the Program Manager/Supervisor 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 Job Description

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

1. Acting as an appropriate role model.
2. Attendance at staff meetings and team planning meetings when required.
3. 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.
4. Understanding all information contained in Semiahmoo House Society Standard Operating Procedures Manual.
5. Understanding, reading or participating in all required employee training workshops, materials and handouts.
6. Understand and work within the policy guidelines and philosophies of the Semiahmoo House Society.
7. 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.
8. 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 Job Description

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 and 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.

Recreation Program Assistant Job Description

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 recreation program activities.

Specific Duties

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

Key Duties & Responsibilities

1. Under the supervision of the Program Manager, development and implementation of programs that will maximize the involvement of the supported individuals in their recreation and leisure program.
2. Assist regular employees in developing and implementing a recreation/leisure schedule of events and 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 recreation and leisure activities.
5. Assessing and encouraging supported individuals in terms of interest in recreation programs.
6. Assist supported adult and youth 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 youth 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 in all youth 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.

Residential Program Assistant Job Description

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 residential services

Specific Duties

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

Key Duties & Responsibilities

1. Ensure that the basic physical, social and emotional needs of the residents are met. Any concerns in this regard are to be brought to the attention of the regular employees.
2. Relate to the individuals 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.
3. Foster and encourage the creation of a home like atmosphere.
4. Participate in meals: monitor any special diets; promote meal time guidelines.
5. Under the supervision of the Program Coordinator, develop and implement activities that will maximize the involvement of each individual in recreation and leisure pursuits.
6. Assessing each person in terms of their interests and encouraging them to participate in those activities.
7. Assist individuals in socialization skills, including individual contact, group contact, inter-personal skills, community awareness and social orientation.
8. Develop and implement a regular recreation/leisure schedule of events.
9. Assist with the implementation of life skills programs within the residential context as required.
10. Promotion of self-sufficiency, responsibility, and independence to whatever degree this may be expected in accordance with each individual's specific abilities and limitations.
11. Participate in household tasks to keep home safe and clean by participating in daily, weekly and monthly duty roster responsibilities.
12. Under the direction of regular employees, teach and

encourage appropriate community involvement.

13. Acting as an appropriate role model.
14. Attend and participate in staff meetings, team planning meetings and employee training workshops as required.
15. Practice and mentor safety guidelines and standards at all times
16. Recording all relevant information as per policy.
17. Read and document any necessary information in the Communications Log.
18. Understand all information contained in Semiahmoo House Society Standard Operating Procedures Manual.
19. Understand and work within the policy guidelines and philosophies of the Semiahmoo House Society.