



# THOMPSON COMMUNITY ASSOCIATION

5151 Granville Avenue, Richmond, British Columbia V7C 1E6 • Telephone 604-238-8422

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## Job Posting Thompson Community Association **Preschool Support Worker**

Applications are being accepted for the position of **Preschool Support Worker** at Thompson Community Centre.

Thompson Community Association works in partnership with the City of Richmond to provide services ranging from preschoolers to seniors. The facility has a large gymnasium, fitness centre, programming rooms and is surrounded by Thompson Community Park. If you value working in a team environment and making a difference in the community this position is for you.

### **Job Summary:**

Provides support when a child requiring extra specialized support is in attendance, while reporting to the Preschool Coordinator. Ensures the well-being of the child in the program and promotes their development in assisting the child in their physical, social, emotional and daily life skills development. Examples of specialized supports may include, but are not limited to communication and social skills development, personal hygiene, emotional support, severe behaviour intervention and management, and physical/mobility assistance.

### **Duties and Responsibilities:**

#### Programming

- Be involved in the programming process to ensure activities accommodate and promote inclusion in all aspects of the program.
- Incorporate child requiring specialized support into regular programming when possible or ensure alternate plans are available.
- Provide program staff with direction and relevant information to develop and/or adapt an indoor and outdoor environment that allows for accessibility and safety of child requiring extra support.
- Identify the abilities, interests and needs of child and recommend individualized and group activities based on these.
- Conduct activities with child on an individual and/or group basis.

#### Customer Service/Communication

- Attend regular meetings with staff, families, and other organizations.
- In collaboration with Supported Child Care Development consultant from Aspire Richmond, other agencies and the family: contribute to the development, implementation and evaluation of Individual Service Plans or Care Plans for child requiring extra support.
- May recommend referrals or additional services for children with professionals such as behavioural therapists, occupational therapists and speech language pathologists in cooperation with Preschool Instructor and Preschool Coordinator
- Work with appropriate agencies to acquire resources for children requiring extra support.

### Safety/Risk Management

- Attend to child's physical needs, which include toileting, eating, and carrying (Note: must be able to carry up to 40 lbs for short periods).
- Ensure child's emotional safety by assisting with developing appropriate social skills.
- Administer medications as required in accordance with established policy.
- Monitor children in indoor and outdoor activities;
- Ensure classroom safety as outlined by Child Care Licensing Regulations; follow proper facility protocol.
- Keep program facilities and equipment safe and clean, reporting any repairs and concerns to senior staff.

### Administrative

- Record pertinent information daily in the communication book.
- May be required to produce and/or contribute to referrals, reports, etc. for parents or other professionals.
- Report incidents and concerns to supervisor.
- Responsible to fill out Incident and First Aid Report forms.
- Responsible to document and report child abuse to supervisors and the Ministry of Child and Family Development.
- Other related duties as assigned.

### **Required Qualifications:**

- Successful completion of a recognized post-secondary program in special needs assistance equivalent to Early Childhood Education Post Basic (Special Needs Specialization) certificate or an Education Assistant (EA) certificate.
- *Minimum* one year of relevant experience or an equivalent combination of training, experience and/or education.
- Emergency Child Care First Aid or Standard First Aid including CPR Level C or higher.
- BCRPA High Five - Principles of Healthy Child Development Certification (or willing to obtain).

### **Licensing Requirements (if applicable) prior to start date:**

- Criminal Record Check (CRRP – Ministry of Public Safety and Solicitor General).
- 19+yrs of age.
- 20+ hours of related child care-related courses.
- Immunization Record.

### **Desirable Qualifications:**

- ECE certificate
- Post basic ECE training
- Additional training/courses in behavioural/developmental challenges, autism spectrum, special needs therapies
- Completed guiding and caring courses
- 2<sup>nd</sup> language
- Sign language

**Hours of Work and Wages:**

- Start ASAP until June 14 2024.
- Weekday mornings: 7.0 – 20.5 hours per week, depending on schedule.
- \$22.56-\$25.39 per hour, as per Richmond Communities Associations' Job Evaluation.
- Candidates with valid ECE certificate eligible to receive ECE WE.
- Extended health benefits package available after successful three-month probation (for employees working 20 hours or more per week).

Please send a detailed resume with cover letter that reflects knowledge, skills and abilities relevant to the position  
Attention:

**Anna Thymis, Preschool Coordinator**

Email: [athymis@richmond.ca](mailto:athymis@richmond.ca)

Rompers Preschool

Thompson Community Centre

5151 Granville Avenue, Richmond, B.C. V7C 1E6

**Deadline for applications: Open until filled**

Thompson Community Association thanks all applicants in advance for their interest. Only those candidates under further consideration will be contacted.

Duties may be carried out in a City-owned facility; however, the City is not the Employer for this position. This position is restricted to those legally entitled to work in Canada.

Thompson Community Association is an inclusive employer committed to employment equity objectives and invites applications from all qualified individuals. Should you be contacted and require some form of accommodation during the interview process, please let us know and we will endeavour to meet your needs to the best of our ability.