



## **JOB DESCRIPTION – PROGRAM ASSISTANT (STAGE)**

Title: **PROGRAM ASSISTANT (STAGE)**  
Department: Community Based Services  
Reports to: Program Manager  
Purpose of Position: To empower and support people with disabilities as valued and participating citizens in inclusive communities.

### **QUALIFICATIONS**

#### **Education/Experience**

- High School certificate (minimum) or equivalent
- Special Education Assistant Certificate or equivalent
- one year (minimum) experience providing support to people with disabilities in educational or vocational setting

OR

- a relevant combination of education and/or experience, combined with general suitability

#### **Skills and Knowledge**

- experience in course development and planning
- experience and/or knowledge of issues affecting people with disabilities
- demonstrated ability to assist participants in achieving goals and objectives
- commitment to values and philosophy of the NSDRC
- commitment to team building principles
- well developed communication skills
- effective written and oral skills
- flexibility, reliability, punctuality
- ability to deal with stress, change and responsibility
- maintain professional boundaries
- problem solving abilities
- effective time management skills
- ability to receive and respond to feedback
- computer literacy skills

#### **REQUIREMENTS**

- Criminal Record Search, completed within five (5) business days
- Current Emergency Level First Aid, or equivalent
- Negative TB Test, or a clear chest x-ray
- Medical doctor's note of good health
- Hepatitis B tests and shots within three (3) months, if required
- Nonviolent Crisis Intervention Certification



<b>1.0 DIRECT SERVICE AND SUPPORT</b>	
<b>Responsibility</b>	
1.1	Complete and implement Person Focused Plan (PFP) in conjunction with participants.
1.2	Be familiar with and creatively implement learning outcomes.
1.3	Attend and participate in all meetings and scheduled appointments.
1.4	Maintain regular communication with Program Manager.
1.5	Assist in training new employees, volunteers, practicum students and others as requested by Program Manager.
1.6	Provide feedback to participants regarding which courses are best suited to their needs.
1.7	Understand and support participant's needs and learning style.
1.8	Assist participants to maintain a high level of cleanliness and organization in all areas of the program site and grounds.
1.9	Ensure any equipment breakage or loss is reported.
1.10	As needed, ensure appropriate wheelchair securement on public transit.
1.11	Adhere to approved work schedule, maintain punctuality and work authorized hours.

<b>2.0 ADMINISTRATION</b>	
<b>Responsibility</b>	
2.1	Emergency information of the participants to be carried when working off site.
2.2	Complete and submit learning outcomes and end of term reports.
2.3	Complete daily attendance of participants on ShareVision
2.4	Ensure all course related material is saved on ShareVision.
2.5	Accurately complete time sheets according to payroll schedule.
2.6	Maintain petty cash float.
2.7	Complete progress notes for all participants.
2.8	Maintain and submit all documentation required for employment.
2.9	Undertake special or time limited projects as directed by the Program Manager.

<b>3.0 QUALITY ASSURANCE</b>	
<b>Responsibility</b>	
3.1	Maintain professional boundaries.
3.2	Follow appropriate opening and closing program site procedures.
3.3	Participate in internal and external professional development.
3.4	Ensure a high level of cleanliness and organization is maintained by participants.
3.5	Maintain a professional, courteous and respectful manner with all team members including participants, community members and support networks.
3.6	Adhere to Association Mission Statement and Program Policies and Procedures.
3.7	Participate in quality assurance development and monitoring.
3.8	Ensure Occupational Health and Safety drills are completed.

<b>4.0 COMMUNITY BUILDING &amp; LIAISON</b>	
<b>Responsibility</b>	
4.1	Participate on committees, networks and working groups as directed by Program Manager.
4.2	Build and maintain communication and positive relationships with community members.
4.3	Promote STAGE small business ventures within the community
4.4	Assist participants to access community services and resources that relate to their learning



