



Program Assistant, Skills for Life Adult Day Program Part-Time (2 days per week)

- Start Date:** January 3, 2022
Contract: approximately 14 hours per week, January 3 to June 16, 2022 possibility of extension
Tuesdays and Thursdays (8:30 a.m. to 3:30 p.m.)
- Hourly Payment:** \$16.00+ (commensurate with experience)

About Us:

Precious Minds is a charitable organization in North Durham Region that supports individuals with developmental disabilities and their families. We offer programs to develop skills for life and by facilitating holistic family support. For over 20 years, we have committed to CARE, SUPPORT and bringing HOPE to families by cultivating client-centered relationships, offering skill-building programs, keeping program fees affordable and being community-integrated.

Job Summary:

Reporting to the Skills for Life, Adult Day Program Leadership Team, the *Program Assistant, Skills for Life Adult Day Program* will assist with achieving the documented goals of the Skills for Life Adult Day Program; support program Members in a variety of skill-building activities throughout the day including the creation of visual art products, dance and physical activity, culinary skill building, and social skill/friendship development. Our priorities are safety, inclusion, physical activity, skill-building, and FUN.

Responsibilities:

- Assisting with program activities as outlined by the Program Coordinator
- Supporting Members with individual care needs, as required
- Ensuring the safety, care, and support of Members
- Assisting with daily set-up and cleanup of all program areas
- Assisting with program adaptations for Members of all abilities and strengths
- Establishing rapport and maintaining effective relationships with Members, staff, volunteers, and community partners
- Fostering a work environment that exemplifies Precious Minds Guiding Principles

Skills and Knowledge:

- A passion for supporting individuals with developmental disabilities
- University or college program in a related field (such as Education, Behavioural Sciences, Developmental Disabilities, Personal Support Worker, Recreational Therapy, Health Studies, etc.)
- Knowledge and understanding of specific social/emotional and physical needs of adults with developmental disabilities
- Superior oral and written communication skills
- Standard First Aid and CPR C
- Crisis Intervention Training (or related training certification)
- Current criminal background check including vulnerable sector
- Energetic personality, self-motivated, self-directed

Deadline to Apply: Friday, December 3, 2021

For immediate and confidential consideration, please email your letter of interest and resume with references to Chas Harding at charding@preciousminds.com citing Program Assistant – Skills for Life Adult Day Program in the subject line.

Precious Minds is an Equal Opportunity Employer and encourages applications from all qualified candidates. We thank all who apply, however only those selected for an interview will be contacted.