

Autism Ontario – South Region Program Support Staff

Autism Ontario is a charitable organization with a history of over 50 years representing the thousands of people on the autism spectrum and their families across Ontario.

Autism Ontario is the province's leading source of information and referral on autism, and one of the largest collective voices representing the autism community. Members are connected through a volunteer network of six regions throughout the Province of Ontario. Our mission is to create a supportive and inclusive Ontario for autism and we value collaboration, respect, accountability and being evidence informed.

Job Title: Program Support Staff

Location: 7150 Montrose Rd, Niagara Falls, ON L2H 3N3 (onsite)

Salary: \$18.00/hr

Role: Term Contract February 2025 to April 2025)

Hours: Mondays and Wednesdays from 5.30pm to 8.30pm

Reports to: Program, Fundraising and Volunteer Team Lead

Overview of Position:

The Program Support Staff are responsible for the care and safety of an individual participant, either a child or adult, with special needs, either by themselves or with other Support Staff. **This is a short-term contract position for approximately 10 weeks, including a full day mandatory training session.**

RESPONSIBILITIES:

- Support assigned participant(s) during programming to ensure they are able to reach their full potential within the larger group.
- Follows the planned program with the participant(s), making modifications based on specific needs including behavioural, physical, and developmental challenges
- Actively engage with participants, ensuring each individual has equal opportunity to access programming depending upon their individual abilities
- Responsible for the safety and security of participants, as well as supporting the safety of peers and volunteers
- Ensure the program facilitates and equipment are well maintained, kept safe, clean and organized to mitigate potential injuries
- Maintain regular and positive communication with families/caregivers, providing updates on a regular basis
- Ensures that all participants in their care are having a fun, safe and rewarding experience
- Personal care, including toileting, changing, feeding, and lifting may be required
- Ensures personal items belonging to the participant are accounted for
- Communicates and provides daily updates with the families of the children in their care
- Writes daily/weekly reports for the participant in his/her care
- Provide input for reports of serious incidents and occurrences as needed
- Ensures full compliance with Autism Ontario policies and procedures
- Ensures confidentiality of all participant records
- Assists with clean-up of programs at the end of the night including; storing supplies and equipment, identifying broken equipment and inventory count
- Other tasks as directed by the Program Leads

- Responsible for the safety and security of staff and participants:
 - Follow Code of Conduct and Operational Policies of Autism Ontario
 - Respond to first aid and emergency situations as required
 - Ensure that program areas are kept safe, clean and organized
 - Maintain health and safety standards at all times
 - Assist with completion of incident report forms when necessary

Major Internal Contacts:

Regional Staff, Members, Service Navigation Staff, Director of Programs and Services, Executive Director, Provincial Office Staff, Staff from other Regions.

Major External Contacts:

Parents, local service providers, local professionals in the field of autism, and general public, volunteers, donors, sponsors, and event participants.

Qualifications:

- 6 months to 1 year experience supporting children and youth with autism or other developmental disabilities
- Completion of high school diploma (or near completion); has completed/is pursuing post-secondary education
- Experience supporting children and youth within a school/camp/program environment is an asset
Experience supporting individuals with autism is preferred
- Experience working with individuals in a camp environment an asset
- Candidate should be based in the Niagara region as this role is onsite.
- Experience modifying/adapting activities to meet the needs of assigned participant(s)
- Experience in program planning is an asset
- Leadership experience is an asset
- Current criminal reference check including the vulnerable sector (6 months)
- Current First Aid and CPR-C is an asset
- Current CPI Non-Violent Crisis Intervention is an asset
- Strong interpersonal, oral communication skills, and conflict resolution skills
- Ability to remain calm and professional in stressful situations
- Individual must be able to participate with high energy in all activities

Interested candidates should submit a resume and cover letter to livia@autismontario.com.

Resume should be submitted by January 4, 2025. We thank

everyone for their interest in this position; however, only those candidates invited to interview with us will be contacted.

Autism Ontario is an equal opportunity employer committed to maximizing the diversity of our organization, and actively encourages individuals on the autism spectrum and from all equity seeking groups to apply. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veterans status or any other legally protected factors.

Autism Ontario is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Autism Ontario will make accommodations available to applicants with disabilities upon request during the hiring process.

