

Early Years Support Worker

The BGC of Central Vancouver Island provides experiential learning environments that inspire children, youth and families of diverse abilities to acquire & develop the critical cognitive, emotional, and social skills needed to become resilient and contributing members of society. The BGCCVI is a registered Non-Profit organization and charitable organization serving over 1000 children, youth and families in Comox, Courtenay, Lantzville, Nanaimo and Ladysmith through enriching programs in 14 club locations.

What's in it for you?

Wage: \$19-\$22 per hour, based on experience

Hours: 2 hours per day, 10 hours per week. Additional hours may be available over school breaks

Location: Comox, BC

Benefits: Education assistance to advance within our organization, Paid training and development opportunities

Job purpose

This position has been created for individuals whose primary purpose will be to support an early learning program which includes child(ren) who have additional support needs. The child(ren) may or may not have an official diagnosis. This position will support the individual child as well as the program as a whole to be inclusive. It requires a comprehensive knowledge of Early Child Development, age-appropriate communication strategies, and behavior management theory.

*This position is subject to CDC funding and there's no guarantee of renewal of employment should the funding cease.

Duties and responsibilities

Program Planning and Implementation:

- Provide support in program with daily life skills, social skills and /or behaviour management. May include the development of visual cards or the use of approved technology to assist a child with their communication.
- Support all children in the program not only the identified individual child(ren).
- Follow all childcare licensing regulations as required.
- May be required to assist individuals with lifts and transfers.
- Recognize, analyze and deal with potential emergency situations such as individuals' aggressive behaviour to minimize potential harm to the person and/or the public.
- Report and document applicable incidents/ injuries.
- Administer medication to individuals in accordance with established policies and procedures.
- Ensure health and safety standards are maintained. Attend to the physical, emotional, and medical needs of the child(ren).

Administration:

- Participate in assessment, goal setting, and program planning such as Care Plans or medical plans for person(s) supported. Document and implement the plan. Provide input into the evaluation of the program.
- Evaluate individual's needs and develop short term and long-term goals to meet such needs with the active participation of the other staff members as well as of the individual and their personal networks (both professional and nonprofessional).
- Review and evaluate individual's progress and make adjustments to programs as required. Provide feedback and support to individual and/or their family.
- Provide written and/or verbal reports regarding individuals' daily activities and progress. Ensure that all required documentation is complete and accurate.
- Contribute to team effectiveness through clear and direct communication and participation in staff meetings
- Maintain liaison with other agencies, professionals, government officials and the community.

Qualifications/ Education

- Early Childhood Education Diploma or Community Support Worker Certificate or BI certification preferred. (Combination of education and experience will be considered).
- Valid First Aid/CPR certificate approved by Community Care Facilities Licensing.
- A criminal record check will be conducted; no applicable convictions will be permitted.

Experience

- Previous experience working in a licenced childcare facility is preferred.
- Previous experience working with children who have extra support needs is preferred.
- Experience working with unique needs of the community with regards to cultural diversity and challenged populations.

Please send your cover letter and resume to careers@bgccvi.com

BGC of Central Vancouver Island is an equity employer and encourages applications from persons with disabilities, members of visible minorities, Indigenous people, people of all sexual orientations and genders, and others who may contribute to a diverse and inclusive staff team.

We appreciate and thank all applicants for their interest, however only short-listed candidates will be contacted.