



ADAPTABILITIES
CREATING SUCCESS FOR LIFE

AdaptAbilities is a registered charity that provides an essential service to individuals with special needs and their families. Our unique programs promote positive self-care and well-being, empowering individuals to grow, succeed and belong. We are looking for dedicated professionals who share this vision to join our team. This is an opportunity to make a difference, supporting individuals to be a part of their community.

Program Assistant, HIA

Purpose

Hearts In Action is a unique day camp that offers enjoyable, goal-directed activities and purposeful support for children, youth and young adults with special needs. The Hearts in Action Program Assistant will coordinate and assist with the operation of Hearts in Action Camps, including planning and administration, intakes and family communications. They will support new initiatives by leading event operations, and providing guidance to the front line team. They are integral to the success of the program by providing valuable support to families, RCS/CS and ultimately furthering the organizational vision.

Key Functions

- Provide administration and program support to the Hearts in Action department
- Main point of contact for participant registrations, and funding confirmations
- Lead new programming initiatives within the department and run event operations
- Foster genuine relationships promoting dignity, personal interests and identities
- Empower people to create meaningful days and achieve their goals
- Communicate effectively with integrity to individuals, families and co-workers
- Ability to work in a fast-paced environment, and flexible to department demands
- Perform other job-related activities, as required

Qualifications

- Some post-secondary in human services, programming or related discipline
- 2-3 years' experience in related field, with one year being administrative
- Experience working with children, teens and adults with disabilities is an asset
- Valid driver's license and own vehicle is required
- Excellent written and verbal communication in English
- Strong organizational skills and problem-solving abilities
- Flexible, comfortable working independently and collaborating as part of a team
- Clear Police Information Check and Intervention Record Check
- Possess or be willing to obtain: First Aid with CPR, Non-Violent Crisis Intervention, Abuse Prevention and Response Protocol, Medication Administration

Working Conditions

This position is full time, permanent working 40 hours a week. The typical schedule will be Monday-Friday. Schedule will fluctuate depending on programming needs, and the candidate must be available to work evenings and weekends.

Compensation Package

\$17.54 - \$20.30 per hour

Deadline: February 8th, 2019

E-mail resume quoting position title in the subject line to: employment@adaptabilities.ca or submit an online application form at adaptabilities.ca

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