



## Program Implementation Assistant

\*(2 Part-Time Positions Available)

*About GRIT:* GRIT has been providing inclusive early childhood services since 1982. GRIT is a dynamic organization whose mission is to enhance the meaningful inclusion and participation of all children in everyday activities.

*About the Position:* The Program Implementation Assistant works collaboratively with families, team members, community partners and consultants to support the development of children with complex medical needs and neurodevelopmental disabilities. This role provides direct support to children and family members to implement program goals to achieve family-centered outcomes.

\* We are currently hiring for 1 temporary part-time, 20.00 hours/week position with a temporary end date of August 31, 2025, with possibility of extension and 1 permanent part-time, 20.00 hours/week position. Hourly wage is from \$25.11 - \$31.48 and will commensurate with experience and education. Benefit eligibility for staff working 20 hours per week or greater. Paid vacation is set at 3 weeks.

### *Primary Duties and Responsibilities:*

As a Program Implementation Assistant, you will support program delivery through implementation of Individualized Support Plans (ISPs) developed by the multidisciplinary team. You will provide direct support to children using strategies such as visual supports, social narratives, and positive behavior supports. Through implementation of developmentally appropriate activities you will support skills in communication, motor development, self-regulation, and social interaction. Utilizing coaching practices, you will support parents to use effective strategies in their daily routines to achieve program goals.

To support being a collaborative team member, maintaining accurate, timely, and confidential records of visits to document activities and child progress and submitting



reports as required by the program supervisor, or multidisciplinary team, will be integral to your role. Active participation in team meetings, including goal updates and planning sessions and ongoing professional development in areas such as child development, developmental disabilities, family-centered care, and inclusive practices to ensure high-quality service delivery will be required in this role.

#### *Job Requirements:*

- Education: Diploma in a related field of study (e.g., Therapist Assistant, Disability Studies, Autism Studies, Behaviour Regulation Studies).
- Minimum of 3 years' experience working with young children with complex lifelong disabilities.
- Knowledge of collaborative coaching and child development principles.
- Experience with evidence-based strategies such as Core Boards, visual supports, social stories, and positive behavior supports.
- Ability to collaborate and communicate effectively with all stakeholders including family members, team members, community partners and consultants.
- Computer skills including Microsoft Office, Outcome Tracker and ability to learn and utilize different technology for programming (ie; AAC devices).
- Adhere to child safety standards.
- Own reliable vehicle with required business insurance coverage.
- Available to work flexible shifts, Monday to Friday (between 9:00 am – 7:00 pm) with flexibility to adjust work hours based on program needs.
- Police information check with Vulnerable Sector, and Children's Invention Check

#### *Working Conditions:*

This position requires working 7.00+ hours per day up to 5 days a week in varying environments (i.e.; homes). Physical demands are unpredictable and include sitting, standing, and kneeling. Driving to/from family's homes will be required.

Why Work at GRIT:

“We are passionate leaders and our work is empowering, exciting, meaningful and makes a positive impact. Together, we are a collaborative team who value flexibility, work-life balance and supporting each other. As employees, we are dedicated to being a progressive, ever- changing and innovative organization that truly upholds the core values of inclusion, family, learning and play.” Visit the GRIT website at [www.gritprogram.ca](http://www.gritprogram.ca).

To apply for this opportunity, please submit your resume to: [hr@gritprogram.ca](mailto:hr@gritprogram.ca).

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Closing date to apply: January 20, 2025