



## **Inclusion Support Staff**

### **KCA Nature Kids After School Program**

The Town of Kentville is a rapidly growing community, one with diversifying needs and complex problems that are looking for innovative solutions. The Department of Parks and Recreation believes strongly in intentionality when it comes to what programs we offer to the community. This means we work hard to support the creation of resilient, safe, kind, and caring communities.

#### **Why work with us?**

Being a part of the Kentville parks and recreation team means you will be working in a dedicated, positive, and supportive environment. Our department is known for its high standard of service, its dedication to innovation, and its commitment to serving all members of our community. We do this because we value our people and we're passionate about what we do. Our department has an environment that offers support and encouragement so you can achieve your professional goals. Trust, accountability, and fun are the foundations of our workplace culture.

#### **Our EDIA Commitment:**

The Town of Kentville recently adopted our first Accessibility Action Plan followed by the signing of the Recreation Nova Scotia Anti-Racism Charter, a testament to our commitment to developing and supporting a more diverse, inclusive, and equitable environment for all staff and community members. We encourage applicants from equity deserving populations to self-identify in their application. We continue to focus on equity, diversity, and inclusion (EDI) as part of this framework and are committed to continuing our education and awareness as an organization. If you have questions on how we can ensure a safe place of employment, or how the hiring process can accommodate your needs, we invite you to reach out and contact us.

#### **Training and Personal Development:**

Successful candidates will be provided with both formal and informal training and personal development opportunities that will take place leading up to the start of the program launch (February 1<sup>st</sup>, 2024) and throughout the year during KCA's Inservice and Early Dismissal days. We are committed to offering you more than "just a job" but rather an opportunity to grow as an individual, try new things, ask lots of questions, explore your talents, and challenge yourself, all while being surrounded by people who believe in you!

#### **Your Opportunity:**

This is a partnership program facilitated by Kentville Parks and Recreation Department, the Kings County Academy School, and the Kings County Family Resource Centre for children ages 4-12 in the after-school timeframe (2:15-5:15pm). There will be two cohorts with a maximum of twenty-four children in each group. Each cohort will be led by two Program Facilitators and supported by a Program Manager and Assistant Manager.

Reporting to the BAP After School Program Manager, the Inclusion Support Staff position will develop and maintain positive rapport with co-workers, the children, families, and the community. These positions work within a team atmosphere to provide support to students who are

identified through the program planning process as requiring support with medical, personal care, and/or safety/behaviour management.

### **Objectives of the Program:**

- Increase access to affordable, safe, quality active play programming for children and their families.
- Increase physical literacy and movement in program participants. Program staff must role model and engage children in active play and physical literacy development. Children should spend a total of 90 minutes moving actively, with emphasis on energetic play. This must include a minimum of 60 minutes outside throughout all seasons. Children must not participate in screen time during the program and avoid sedentary activities for extended periods of time.
- Increase opportunities for ECEs and recreation practitioners to enhance their awareness and skills related to movement, physical literacy, and outdoor play.
- Establish requirements for NS-BAP Programs provided through recreation organizations and consistent shared standards for these organizations and for regulated childcare providers.

### **Qualifications:**

- ✓ Human Services diploma or equivalent post-secondary training and experience in a related human services discipline. Confirmation of your educational qualifications must be included with your application.
- ✓ Valid First Aid Certificate (with a minimum of Emergency First Aid) and CPR C from a recognized provider, Vulnerable Sector Check, and a Child Abuse Registry Check
- ✓ Bona fide occupational requirements identified (e.g., American Sign Language, Picture Exchange Communication Systems, Braille, ability to lift and position, etc.).
- ✓ Specific health-care support training or certification as required.
- ✓ Ability to perform physical requirements of the position.
- ✓ A desire to work with children and youth in an outdoor setting. You are willing and fully capable of having fun and creating playful opportunities with children of diverse stages of childhood development, ensuring sensitivity and respect for diversity.
- ✓ Respect for confidentiality and privacy protocols.
- ✓ You are knowledgeable about supporting children in inclusive programs that help nurture the development of the whole child as a unique individual (physical, psychological, and social wellbeing), including being a passionate believer and implementer of inclusive practices.
- ✓ You are an enthusiastic, organized, motivated self-starter who can adapt quickly with creative problem-solving skills.
- ✓ You are willing to learn and be a part of a dynamic team of childcare and recreational professionals who work both independently and collaboratively with kindness, cooperation, and compassion.
- ✓ Aware of your own privilege and how you are using it to help others.
- ✓ Excellent time-management and planning skills

### **Duties and Responsibilities:**

- **Personal Care:**

**\*\*\* This posting will remain open until the positions are filled\*\*\***

- As identified through the program planning process and under the direction of program leadership, when a student cannot, or should not, perform activities independently, the Inclusion Support Staff, will as required:
  - Assist students with physical and mobility challenges by lifting and positioning.
  - Ensure a safe and respectful environment when meeting personal care needs of students.
  - Assist students with routines.
  - Assist in the operation of support equipment, including lifts and assistive technology.
  - Administer medication and oral inhalant according to parental consent and instructions.
  - Assist with program support when specifically directed and supported by program leadership.
- **Safety/Behaviour Management Support:**
  - Under the direction of the program leadership, the Inclusion Support Staff will support the implementation of identified behaviour management outcomes. When a student is unable to self-regulate their behaviour, the Inclusion Support staff will:
    - Use appropriate physical interventions in accordance with the Non-Violent Crisis Intervention Training Program and the methodologies developed in collaboration with the family and/or school.
    - Engage school and the Pre-Primary Program Manager to ensure a seamless day for children and support communication between program operators and teams.
    - Encourage the child(ren) to respect the after-school program's behaviour guidance policies.
    - Model and encourage respect for self and others.
    - Promote or facilitate positive interactions among all children.
    - Record data and observations as directed.
    - Assist with program support when specifically directed and supported by program leadership.

**Work Status:** Casual, Part-Time (non-unionized) Position

**Hours of Work:** Monday-Friday, 2:15am-5:15pm, 15 hours per week.

\*\*\*possible flexibility to start work hours at 3:00pm if the 2:15pm start time is a limitation to applying\*\*\*

School Inservice Days, Storm Days, and Early Dismissal Days will not be included in the After School Program schedule but may be used for staff training and professional development opportunities. Program is scheduled to be offered between February – June 2024, with the possibility of program extension into the summer months.

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**Work Location:** Kings County Academy School and the Recreation Hub (800 West Main Street, Kentville)

**Salary Range:** \$19.50-\$25.00 per hour (based on experience and training)

**Where To Apply:** Applications may be submitted by mail or by email to:

Town of Kentville  
Parks and Recreation  
354 Main Street,  
Kentville, NS B4N 1K6

Email: [recreation@kentville.ca](mailto:recreation@kentville.ca)

Applications can also be placed in the drop box at the back of Town Hall.

Applications must be submitted with at least two references. Please put the job title in the subject heading of your email and merge your cover letter and resume into one PDF document. We thank all candidates for their interest; however only those under consideration will be contacted. This competition will remain open until the position is filled.

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