



**Internal & External posting**

**June 23, 2022**

KidsAbility empowers children and youth with special needs to realize their full potential.

**1.0 FTE Clinical Assistant**  
**Contract 37.5 hours per week**  
**Commencing ASAP to March 31, 2022**  
**Site: Guelph**

OPSEU 258 salary range for Clinical Assistant effective \$19.39 to \$22.81 per hour

KidsAbility is an equal opportunity employer that is dedicated to over 60 years of proven community outreach and servicing of families across the Waterloo and Guelph Wellington Regions. With core values such as collaboration, respect, accountability, integrity, and inclusion, KidsAbility offers employees:

- Health and Dental benefits as well as access to Employee Assistance Programs that include wellness and support as well as corporate discounts on travel, gift cards, and events
- Organizational transparency on missions, visions, and future development
- Social Events and opportunities to give back to your community
- A supportive and caring work environment with a strong focus on client service and supporting staff to meet our mission critical work

Reporting to the Process Improvement Supervisor, the Clinical Assistant will support clinical programs at KidsAbility sites. This role includes preparation of materials, cleaning and maintenance of toys and equipment, support to the Resource Centre, running boardmaker training workshops for families and staff and other programs and administrative supportive duties. The Clinical Assistant will be responsible for ordering, managing, and organizing resources, toys, equipment, and supplies.

**Qualifications:**

- Completion of a post-secondary degree or diploma in an area related to health and/or disability
- Experience in working with children with special needs is an asset
- Intermediate word processing, excel, data processing and internet skills
- Ability to learn specialized computer program used in production of resource materials (e.g., Boardmaker, Writing with Symbols)
- Ability to learn to use a digital camera, photocopier, and laminator
- Writing, editing, and communication skills
- Ability to work in a fast paced physically demanding environment
- Possess a valid driver's license with liability insurance
- Critical Competencies
- Dependability
- Creativity
- Collaboration and Problem Solving
- Time management and organizational skills to produce quality materials in a timely and efficient manner
- Good customer service skills to interact with staff, parents, and suppliers
- Strong team player: ability to function in an interdisciplinary team setting
- Maintains effective relationships/communication and works collaboratively
- Demonstrates Initiative
- Ability to work independently
- Demonstrated ability to support Family Centred Care



Interested applicants should submit a cover letter and resume, only if you have the stated requirements, by end of day **July 7, 2022**, to:

Human Resources  
[recruitment@kidsability.ca](mailto:recruitment@kidsability.ca)

Equity, Diversity, and Inclusion are core values at KidsAbility. We are an organization that values, respects, and celebrates the diversity of all. We are committed to creating a more inclusive and barrier-free work environment for all staff. We encourage applications from visible minority groups, women, Indigenous peoples, and persons with disabilities. We also welcome applications from all people, without regard for religion, age, sex, sexual orientation, gender identity or expression, marital or domestic/civil partnership status, genetic information or any other ground protected by applicable law.

KidsAbility strives to create an accessible and inclusive recruitment process. If you require any accommodation, please contact Human Resources in advance for assistance at [recruitment@kidsability.ca](mailto:recruitment@kidsability.ca).

Please note that all prospective KidsAbility employees are subject to mandatory immunization requirements, including the full and ongoing COVID-19 vaccination, as a condition of obtaining and maintaining employment. We will make accommodations as directed by the Ministry of Children, Community and Social Services and the Chief Medical Officer of Health.