



Internal & External Posting

March 18, 2024

**Autism Assistant**  
**Supporting the Entry to School Program**

OPSEU 258 salary range for Autism Assistant is \$19.78 to \$23.27 per hour.

**Assigned Site:** Guelph

**Full-time Equivalency:** 1.0 FTE

**Employment type:** Contract

**Commencing:** ASAP – September 27, 2024

Who we are:

Our mission at KidsAbility is to empower children and youth to realize their full potential. We are a not-for-profit, equal opportunity employer supporting over 17,000 children and youth to reach their communication, social, physical, and behavioural goals each year. Providing early and exceptional family-centered services in the Waterloo and Guelph-Wellington regions. We believe that by living our values, our impact can be profound, and together, we can build brighter futures.

Why join us:

- A supportive and caring work environment with a strong focus on client service
- Experienced, personable, and accessible leadership for ongoing support and mentorship
- Continued learning, skills development, and opportunity for inter-professional collaboration
- Mileage reimbursement when traveling between schools to conduct visits
- Wellness initiatives, social events, and opportunities to give back to your community
- Access to Employee and Family Assistance Program

If eligible:

- Comprehensive benefits and optional group RRSP program
- Short- and long-term disability income protection benefits
- Generous vacation package, paid personal leave days, and closure and discretionary days

What you will do:

The goal of Autism Assistants is to support the Autism and Behaviour Support Services (BSS) program. The successful candidate will provide services across multiple sites including Kitchener, Waterloo, Cambridge, and Guelph. Under the direction of the Clinical Manager, Program Manager and/or Clinical Supervisor, the Autism Assistant is responsible for:

- Completing program material requests from Clinical Supervisor specific to client-based ABA curriculum (e.g., ABLLS-R programs)
- Preparing and creating materials to support programming for children with Autism or other needs
- Ordering, managing, and organizing of resources, toys, equipment, and supplies
- Supporting clients in participating in daily routines such as washroom, snack, lunch, gym, play/ activity time etc.
- Participation in team meetings and committees
- Produces a variety of resource materials, including song boards, storyboards, token system, worksheets, crafts, group activities, and picture symbols (e.g., picture symbols used with: PECS, choice boards, visual schedules, number boards)
- Administrative tasks such as data collection may also be required

How you will make an impact:

- Working towards our goal of providing the right support to the right child at the right time



- Exchange information and ideas in a manner that fosters understanding and positive relationships with clients, families, co-workers, and the community
- Contribute to the development and continuous quality improvement of the Centre, the community, and the profession by participating in projects and groups
- Maintain awareness of relevant community resources and factors that impact development and educate, consult, and counsel individuals, families and other agencies or professionals to encourage early identification and intervention to promote appropriate development

What you need:

- Completion of community college diploma program; background in Autism and Behavioural Sciences or equivalent
- Experience with children who have a variety of developmental, physical, and communicative disorders
- Experience in working with children with special needs for a minimum of one year; knowledge of Autism Spectrum Disorder (ASD) an asset
- Excellent computer skills and the familiarity with or willingness to learn specialized computer programs used in the production of resource materials (i.e. Boardmaker)
- Effective oral and written communication skills with high level of attention to detail and adherence to confidentiality standards
- Good customer service skills to interact with staff, parents, and suppliers
- Proven ability and willingness to work as an integral member of a team, as well as work independently with little direction, demonstrating self-motivation and initiative
- Excellent organizational, time management, problem-solving and caseload management skills in a fast-paced environment
- Standard First Aid and CPR are an asset
- Travel is required; you must have a valid driver's license and access to a reliable vehicle with public liability/property damage coverage

We invite applications from those interested in this position to submit a letter of interest and resume via email to [Human Resources](#) by end of day **March 26, 2024**.

KidsAbility strives to create an accessible and inclusive application and selection process and is committed to working with and providing reasonable accommodations to job applicants who may require provisions to participate in the selection process. Should any applicant require accommodation please contact Human Resources in advance for assistance.

Equity, Diversity, and Inclusion are the core values of KidsAbility. We are a diverse workforce with wide perspectives and creative ideas that benefit our clients and the community. It is the policy of KidsAbility to ensure equal employment opportunity without discrimination or harassment. We welcome applications from visible minority groups, women, Aboriginal people, persons with disabilities, 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.

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.