



BEHAVIOURAL HEALTH FOUNDATION

Box 250, 35 ave de la Digue

St. Norbert, MB R3V 1L6

Phone: (204) 269-3430

Fax: (204) 269-8049

Position	Educational Assistant - K-6 classroom
Employment type	Part Time, Term
Salary	\$16.50 to \$17.17
Shift / hours	Up to 40 hours a week, when school is in session

The Behavioural Health Foundation School is looking for an Educational Assistant. This is a part time term position. The school is part of an integrated addictions and co-occurring mental health issues treatment program for adults and families.

The individual will be responsible for assisting in the kindergarten – Grade 6 School when school is in session.

RESPONSIBILITIES AND DUTIES:

- Support development of skills and growth, fostering independence under the direction and instruction of the school teacher/principal for individual or groups of students.
- Implement student specific plans and articulate student programming.
- Adhere to all relevant policies and procedures.
- Supervise and assist students during instructional and non-instructional time.
- Perform other related duties as assigned.

QUALIFICATIONS (EDUCATION AND EXPERIENCE):

- Completion of Educational Assistant diploma or experience working with children with cognitive and /or behavioural challenges preferred.
- Knowledge of Indigenous heritage, culture, spirituality, customs, and language will be considered an asset.
- Respect, patience, and experience with children are essential.
- Knowledge and experience in applying developmentally appropriate strategies to support the physical, social, behavioural, and academic needs of students demonstrated ability to adapt to changing and work as a team member.
- Demonstrated ability to develop rapport with students, on a one-to-one basis and in group settings.
- Demonstrated ability to problem-solve, to interpret situations accurately and to respond appropriately and responsibly.
- Must be willing to participate in required trainings.

CONDITIONS OF EMPLOYMENT:

- Satisfactory Criminal Record Check, including Vulnerable Sector Search.
- Clear report from the Child Abuse Registry.

- Continued employment is subject to maintaining legal eligibility to work in Canada.
- Valid Manitoba Driver's License and current Driver's Abstract.
- Must be able to work in a fast-paced environment.
- Must demonstrate a strong work ethic and be reliable.
- Must adhere to confidentiality when working with sensitive information.

Application Procedure:

Send resumes, cover letter and references at amyh@bhf.ca or fax to 204-269-8049.

Closing Date: Monday, September 11, 2023 – Or Until Filled

We thank all applicants for their interest; however only those selected for further consideration will be contacted.