



BEHAVIOURAL HEALTH FOUNDATION

35 avenue de la Digue
Winnipeg, Manitoba R3V 1L6
Phone: (204) 269-3430
Fax: (204) 269-8049

Position	Educational Assistant
Department/Program	Kindergarten – Grade 6 Classroom
Employment type	Full Time, Permanent
Shift / hours	8:30am – 4:30pm, Monday – Friday while school is in session with the potential for additional hours in daycare, on need basis
Salary	\$18.08 /hour
Posting Date	August 20, 2025
Closing Date	September 3, 2025
Number of Openings	1

ABOUT US

The Behavioural Health Foundation (BHF) is a Therapeutic Community providing long-term bed-based treatment for adults and family units experiencing issues related to substance use and co-occurring mental health concerns. Programming includes individual and group counselling and focuses on wholistic person centered wellness. Adult education, employment development and life skills are key components of supporting residents to move to healthier coping and life choices.

BHF is one of the few programs where adults can enter with their children or reunify with children not in their care while they are in the program. With dedicated childcare and K-6 education on site, the program offers healing opportunities for the whole family. The Indigenous Services at BHF offer Traditional Teachings and Ceremonies to residents and community members. Traditional healing in a trauma informed environment has strengthened many members' success in changing their lives. The Outreach team supports members working to maintain healthy choices as they transition back into their communities.

visit www.bhf.ca to learn more about our program.

JOB SUMMARY

An Educational Assistant is responsible to support students' physical, social, academic, and behavioural well-being; to introduce and reinforce and model life skills and positive behaviour; to assist in delivering instructional programming; to implement strategies for student growth and development; and to provide care and supervision of students in various environments.

QUALITIES AND QUALIFICATIONS

- Complete Grade 12 education and/or demonstrated ability in subject areas.
- Good written and oral communication skills are needed.
- An understanding of addictions and the effect on children.
- Knowledge and understanding of Indigenous history, culture, practices, customs, and beliefs.
- Able to work with minimal supervision and exercise mature judgment.
- Ability to work independently and in a team environment.
- Must be self-motivated and well organized.

SUMMARY OF JOB DUTIES AND RESPONSIBILITIES

- Support development of skills and growth, fostering independence under the direction and instruction of the early years teacher/principal for individual students.
- Implement student specific plans and articulate student programming.
- Adhere to all relevant policies and procedures.
- Perform a variety of record-keeping procedures as required.
- Supervise and assist students during instructional and non-instructional time.
- Preparation and organization of materials and equipment, for student specific plans and articulated student programming, as directed.
- Perform other related duties as assigned

CONDITIONS OF EMPLOYMENT:

- Satisfactory Criminal Record Check with vulnerable sector check and child abuse registry check (no older than three months)
- A valid driver's license with a reliable vehicle and a satisfactory drivers abstract.
- Must be legally entitled to work in Canada.
- Mental Health First Aid Certificate is considered an asset.
- Valid First Aid / CPR Certification an asset
- Must be able to work in a fast-paced environment.
- Must demonstrate a strong work ethic and be reliable.
- Maintain strict confidentiality guidelines regarding all clients, conversations, and referrals.

BENEFITS

- Fully employer paid comprehensive benefits package (Medical and Dental, Vision, AD&D, Critical Care Coverage)
- Mental Health Coverage, Resources and Support - \$2,000 per calendar year for Psychologist/Social Worker/Clinical Counsellor/Marriage and Family Therapist/Psychoanalyst/Psychotherapist
- 5 % matched pension program
- 3 weeks' vacation to start.
- Worker's Compensation Coverage
- Compressed work schedule (optional 4/10 work schedule for some positions)
- Training and development, including NCI, First Aid and Cultural Competency
- On site Indigenous teachings/ceremonies (paid time off to attend)
- Free lunch, coffee, and snacks
- On site fitness facility
- Employee discount program
- Discounted Goodlife Gym membership
- Free parking on site
- Opportunities for education agreements for job related training
- Company paid dues for employment related professional designation
- Mileage reimbursement (when applicable)
- A park-like suburban setting makes coming to work a pleasure
- Casual dress

HOW TO APPLY

Applicants can express their interest by submitting a cover letter along with their resume and salary expectations to paulah@bhf.ca We thank all applicants, but only those being considered for an interview will be contacted.

Behavioural Health Foundation is an equal opportunity employer that pledges to uphold a workplace culture of inclusion, diversity, compassion, and respect. Behavioural Health Foundation welcomes applications from people with disabilities. Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.