



Internal/External Job Posting #2017-023

SHARE Family & Community Services Society has the following employment opportunity:

Therapy Aid – Early Intervention Therapy Program

Date:	May 29, 2017
Start Date:	June 19, 2017
Hours of Work:	35 hours per week. The position has a flexible schedule, set in consultation with the Director of Programs and Services.
Classification/Salary:	\$15.51 - \$18.06 Grid Level 6
Location:	SHARE Early Intervention Therapies, #200 – 25 King Edward Street, Coquitlam, BC

This is an HSA Bargaining Unit Position and requires Union membership. This position is open to male and female applicants.

Summary of Duties:

- Assists therapists by fabricating, adjusting, and finishing orthotics, hand splints, custom seating and adaptive devices by methods such as cutting out materials, sewing, gluing, assembling, finishing, and attaching strapping.
- Develops and prepares materials for therapy sessions such as theme kits, custom overlays for alternative communication systems, individualized communication boards, vocabulary cards, specialized language programs, flyers and handouts by using computer software programs, cutting/pasting, laminating and photocopying.
- Schedule Initial Consultations on behalf of therapists; phones parents to set up appointments; tracks appointments, no-shows, etc.; arranges for follow-up phone calls to remind parents of upcoming appointments.
- Assists therapists during group or individual sessions by assisting the therapist with child management and facilitating participation.
- Maintains, organizes and inventories equipment and supplies such as the toy library, books and resources and other materials.
- Prepares and maintains materials, equipment and rooms by setting up furnishings and equipment, operates video/digital camera or other equipment.
- Prepares and sends purchase orders to external suppliers of therapy supplies, equipment and test materials, receives supplies, checks invoices against orders and goods received, marks new equipment and adds to inventory lists.
- Contacts vendors and suppliers for quotes and product information. Obtains and updates vendor catalogues and supply price lists. Shops for supplies.
- Coordinates requests, orders and distributes journal articles obtained from the Ministry of Children and Family Development's Resource Centre, Library Services.
- Performs cleaning duties such as cleaning equipment, toys and therapy rooms.
- Performs other related duties as assigned.

Qualifications:

- Education: Grade 12
- Current, valid, class 5 BC driver's license and access to a reliable and safe vehicle
- six (6) month, recent, related experience or an equivalent combination of education, training and experience
- Ability to communicate both verbally and in writing
- Physical ability to perform the duties of the position and ability to operate related equipment
- Ability to work independently, prioritize, and organize work
- Ability to work in a team environment

Forward resume & cover letter stating job title and posting # 2017- 023 to:

Claire MacLean, Director of Programs and Services | Claire.maclean@sharesociety.ca

Closing Date: June 5, 2017 or until position is filled

SHARE is committed to equity and values diversity. We welcome applications from qualified individuals of all genders and sexual orientations, persons with disabilities, Aboriginal persons and persons of visible minorities.