

Resource Coordinator II Job Opportunity (Full-Time Position Available)

About GRIT: GRIT has been providing inclusive early childhood services since 1982. Funded by Alberta Education, through Program Unit Funding (PUF) young children with a developmental disability can access early childhood services to support their learning, participation and development for up to three years prior to grade one. Educational support occurs in the everyday places where children play and grow (e.g. home, community, preschool, kindergarten etc.).

About the Position: The Resource Coordinator II position is a 10-month position that follows the school year from September to the end of June. Paid vacation is set according to Edmonton Public Schools calendar including 2 weeks at Christmas and 1 week at spring break. Salary range is from \$25.11- \$31.48 and will commensurate with experience and education. Benefit package for staff working over 20 hours per week. Vehicle is required.

Primary Duties and Responsibilities:

Reporting to the Resource Coach, as the Resource Coordinator II, you will combine your expertise with Assistive Technology and your experience working with children with disabilities in a variety of settings to provide ongoing substitution and to support the development, training and mentorship of the Developmental Assistants (DA's). Duties include:

- **Resource Coordination and Substitution:** Provides enriched programming through coordination, prioritization and provision of subbing, enhancing the quality of the child's educational program.
- Support onboarding, training and development of new Developmental Assistant's.
- **Assistive Technology Support:** Under the guidance of the designated Speech Language Pathologist (SLP), the Resource Coordinator II will prepare materials, manage AAC devices including troubleshooting device issues and updates, and provide support to children, families, DA's and other team members on the use of assistive technology.
- Coordinate with SLP's and Resource Librarian to support the maintenance and inventory of AAC devices, equipment and software available to meet program needs
- Prepare additional AAC materials as requested (i.e. low-tech materials, core boards etc.).
- Utilize computer programs and software to create general and individualized communication materials
- **Leadership:** Represents GRIT at orientation, community events, information sessions, supports special events and co-facilitates workshops.

Job Requirements:

- Education: Completion of post-secondary education in related area of: Child and Youth Care, Disability Studies, Early Learning and Child Care, Educational Assistant, Therapy Assistant or an equivalent.
- Minimum of 2 years' experience in implementing Assistive Technology tools including Augmentative and Assistive Communication (AAC) to children with disabilities.
- Demonstrated experience and ability to quickly adapt and take over responsibilities as a substitute.
- Experience working with children with medical needs
- Ability to learn new computer programs and software.
- Ability to work independently with strong time management skills.
- Physically able to lift and transfer up to 50 lbs. repetitively.
- Ability to work flexible hours.
- Current Certification in Level C First Aid/ CPR.
- Own reliable vehicle and required 2 million liability insurance coverage.
- CheckClean Police Information Check with Vulnerable Sector, and Children's Intervention Record Check

Why Work at GRIT:

"We are passionate leaders and our work is empowering, exciting, meaningful and we make a positive impact. Together, we are a collaborative team who value flexibility, work-life balance and supporting each other. As employees, we are dedicated to being a progressive, ever-changing and a cutting-edge organization that truly upholds the core values of inclusion, family, learning and play." Visit the GRIT website at www.gritprogram.ca.

Working Conditions: This position requires working 7.00 hours per day up to 5 days a week in either home, community/classroom programs with various levels of support from others ranging from none to moderate. Physical demands are unpredictable and include sitting, standing, kneeling, pushing, pulling and lifting up to 50lbs. Commuting between programs and driving to/from community settings may be required.

To apply for this opportunity, please submit your resume to: hr@gritprogram.ca

Closing date to apply: July 8, 2024