



## CAREER OPPORTUNITY



Pacekids is a dynamic, active environment, specializing in family-centred, therapeutic learning objectives that nurture each child's unique developmental and physical needs through a variety of programs.



### Occupational Therapy Assistant 1.0 FTE | North

**Full-time Occupational Therapy Assistant** – Pacekids Programs is looking for a full time (37.5 hours per week) certified Occupational Therapy Assistant to start immediately. This is a permanent position and works Monday through Friday out of the north location at 808 55th Ave NE, Calgary.

Pacekids offers a variety of programs to children with special needs in the Calgary area, including our Early Childhood Services (ECS) Preschool and Kindergarten programs funded by Alberta Learning, and our four in-home programs funded through Family Supports for Children with Disabilities (FSCD).

The Pacekids' Occupational Therapist Assistant's (OT-A) main responsibility is the treatment of preschool children within the Early Childhood Services (ECS) program under the supervision of the ECS Occupational Therapists. The OT-A is responsible for following the program plan developed by the OTs and supporting classroom staff in the implementation of strategies and activities.

#### RESPONSIBILITIES

- Assist OTs in scheduling, planning and implementing occupational therapy support in the classroom
- Collect data for occupational therapy goals as outlined by OTs on children's Individual Program Plans
- Provide OTs with meaningful data and insightful feedback regarding a child's progress with goals
- Facilitate, model and demonstrate fine motor, self-care, vision, and sensory regulations activities in the classroom
- Prepare materials for the teacher's classroom programming and for the ECS OTs programming
- Conduct and assist with Family Oriented Programming Sessions, under the direction of the ECS OTs
- Assist OTs with handout and resource development
- Manage, in collaboration with ECS OTs, OT treatment materials and resources
- Coach teachers and CDAs in understanding and implementation of OT goals and strategies in collaboration with ECS OTs
- Attend team theme-planning meetings and case conferences
- Assist with the preparation and delivery of education and training sessions to Pacekids' families and CDAs
- Order supplies for materials development
- Assist with the administrative side of OT Sensory Lending Library including: Updating the inventory and sign out sheets and maintaining returned equipment



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#### REQUIREMENTS

- A minimum of a High School diploma
- Completion of a therapy assistant training program OR equivalent experience (e.g. working with preschool children under the direction of an OT for a minimum of two years)
- Current Alberta driver's license. Must have access to a personal vehicle
- Current Standard First Aid and CPR-Level C certification (can be obtained upon hire within a designated time frame)
- Clearance from a Criminal Record check, including a Vulnerable Sector check, and Child Welfare Intervention check. Must be current within the last six months
- Proficiency in the English language, both written and verbal
- Proficiency with Boardmaker software and iPad technology is an asset
- Experience working with preschool and school-aged children with special needs
- Excellent interpersonal skills to work effectively with clients, families and staff
- Flexibility is essential given the variety of children's abilities, needs and conditions

#### CONTACT

We are looking to fill this position immediately. Please direct your resume and cover letter to: Lindsey Kao, ECS Administrator at [lindsey.kao@pacekids.ca](mailto:lindsey.kao@pacekids.ca).

Pacekids Programs understands the importance of the right person for the right job, and appreciates a diverse workforce. Pacekids Programs encourages all candidates with the required qualifications to apply for this position, and is committed to working collaboratively on determining appropriate accommodations.

