

Job Purpose

Under the authority of the Program Supervisor of Biwaase'aa, the After-School Assistant (ASA) is responsible for working with the Youth Outreach Workers in the implementation of the After-School components of Biwaase'aa. The After-School program provides youth ages seven to thirteen (7-13) with activities that promote culture, physical activity, healthy eating and nutrition, positive personal development and literacy support.

Duties and Responsibilities

Duties and Responsibilities will include, but will not be limited to the following:

Program Management

- In conjunction with the Youth Outreach Worker implement programs that contain cultural, educational, recreational and social components within the After-School program.
- In conjunction with the Youth Outreach Worker engages students in fun, recreational and life-long learning objectives and physical activities.
- Provides a healthy snack to all participants within the program guidelines accommodating all dietary restrictions.
- Supervises youth attending the program and ensures a safe and respectful atmosphere amongst all participants.
- Develops appropriate strategies to support youth in managing their behavior, to ensure a friendly and supportive atmosphere is maintained.
- Responds to the needs of youth and establish stable and consistent relationships with each youth and their families/caregivers.

Program Administration

- Records and maintains statistical information, including; number of children and families reached, number and type of activities provided daily.
- Develops and submits monthly reports containing statistical information to the Program Supervisor in conjunction with the Youth Outreach Worker.
- Ensures proper sign in/sign out procedures are followed.
- Ensures that logbooks and required recordings concerning youth and/or parental/caregiver interactions are maintained throughout each day for incident reporting and future clarification purposes.

Program Support

- Fosters and maintains positive and productive relationships with the children, parents/caregivers, family, community, professionals and co-workers.

Training and Professional Development

- Demonstrates knowledge and adheres to Shkoday Abinojiiwak Obimiwedoan Personnel Policies and Procedures and Biwaase'aa Program Operations Manual.
- Attends all Shkoday Abinojiiwak Obimiwedoan staff meetings and recommended professional development.

Other Duties

- Maintains a clean, organized and clutter-free learning space; Ensures safe storage of equipment and supplies.
- Works as a team member, striving to create a healthy atmosphere, maintains regular and open communication with program team members and provide support to daily operations.

Qualifications

- Experience working with Indigenous youth and their families in an After-School Program setting.
- Current certification in Standard First Aid and Level "C" CPR is required.
- Vulnerable Sector Check, TB Skin Test and Immunization Record are required and will be a condition of employment.
- Safe Food Handling Course required.
- Knowledge of Anishnaabe Culture and traditions and experience working with Indigenous persons; ability to speak Ojibwe/Cree considered an asset.
- Ability to work flexible hours.
- Ability to effectively interact and relate to children and their families.
- Creative problem-solving skills.
- Excellent organizational skills and initiative.
- Strong communication and interpersonal skills.

Working Conditions

The ASA will be working in a school setting which may involve both indoor and outdoor activities. The environment is a fast-paced, busy environment where many activities and noises happen at once, and the ASA will be responsible for supervising the youth at all times.

Traditional ceremonies, circles and medicines will be practiced, which may affect people who are sensitive to different scents. The ASA will be required to provide own transportation to and from the designated school.

The work hours may vary and are generally 17 hours per week, unless prior approval has been authorized to exceed these hours.

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