

Specialized Services Aide / Behavioral Aide: Centre for Autism Services Alberta

About the Centre:

The Centre for Autism Services Alberta, formerly Family Linkages Foundation of Alberta, is a non-profit registered charity offering services for children diagnosed with Autism Spectrum Disorder (ASD). The Centre has been offering services to children and families affected by ASD in the Greater Edmonton Area since 1997.

Functions of the Position: The Specialized Services Aide (SSA) is responsible for the implementation of clinical programs for children with ASD. Work is done under guidance of experienced clinical staff in the home, at the Centre, and various community sites.

Duties:

Planning and Implementation

- Plan and implement all direct programs set up by the multidisciplinary team, including Program Coordinators, Psychologists, Teachers, Occupational Therapists, and Speech and Language Pathologists
- Develop and create program materials as requested
- Collect, record, and summarize clinical data
- Identify program implementation issues and concerns to the Program Coordinator
- Anticipate, assess, and report behaviour and safety issues to the Program Coordinator
- Prepare and/or contribute to critical incident reports as required
- Work with and involve parents and caregivers in day to day programming for successful skill transfer

Client Services

- Access a variety of community settings with the child, when requested by the consultant staff
- Participate in all team meetings

Public Relations

- Represent the organization to external stakeholders as required
- Ensure complete confidentiality in respect to individual's programming

Other

- Make day to day decisions within the parameters of policy and procedures currently in place for the agency
- Complete all mandatory training modules and participate in additional training as needed
- Train other aides as required
- Submit timesheets on time
- Participate in agency and staff meetings as required
- Other duties as assigned

Qualifications

- Experience working with children and/or experience with special needs populations
- Excellent interpersonal skills, demonstrating sensitivity to the needs & culture of the clients
- Excellent oral and written communication skills
- Excellent organizational skills and time management skills
- Excellent problem solving skills
- Ability to work independently and as part of a team
- Ability to work flexible hours including evenings and weekends
- Clean criminal records check
- Clean child welfare check

Hours: Working hours will vary, but will likely include day, evening and weekend sessions.

If interested send (email, mail or fax) cover letter& resume to:
Centre for Autism Services Alberta – Attn: Susan Gynane

Humanresources@centreforautism.ab.ca

Fax – 780-488-6664

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