

ASSISTANT COUNSELLOR

JOB SUMMARY

Person who assists the counsellor in his or her daily tasks.

DESCRIPTION OF RESPONSIBILITIES AND TASKS

- Ensures that all of the organization's policies and procedures are followed and prioritizes the quality of care provided, as well as the safety and well-being of users, in all tasks performed, actions taken and documents prepared;
- Ensures that the quality of care provided is adequate and complies with the organization's existing policies and procedures;
- Ensures that all tasks and actions performed focus on the safety and well-being of users;
- Implements and oversees activity programs designed for young children;
- Directs the children's activities, including reading stories, teaching songs and preparing craft materials;
- Prepares and serves snacks to the children;
- Arranges rooms and furniture for lunch and naps;
- Helps the children learn good habits for eating, dressing and using the bathroom;
- Gives his or her supervisor written observations on the children;
- Attends staff meetings to discuss the children's progress and problems;
- Helps his or her supervisor with record keeping;
- Maintains daycare equipment and takes care of housekeeping chores;
- Attends case conferences and prepares reports on the stays of the children under his or her responsibility;
- Fulfills any other related task at the request of his or her immediate supervisor.

ADDITIONAL INFORMATION

- Some evening and weekend work hours are required.

TRAINING/EXPERIENCE

- Hold a high-school diploma;
- Excellent knowledge of French and English (spoken and written);
- Excellent knowledge of Microsoft Office suite: Word and Excel;
- Demonstrated ability to work in a team;
- Autonomy and good organizational skills;
- Good communication skills;
- Flexible, dynamic and takes initiative.