



## JOB OPENING

**Job Title:** Special Educator

**Immediate Supervisor:** JS Jolin Gignac / Director, Community Development and Vitality

**Activity Sector :** Community Development and Vitality

### INTRODUCTION

Do you want to make a difference by being part of an organization that is driven by compassion, energy and dedication and brings out the best in its employees? Jeffery Hale Community Partners (JHCP) is seeking a Special Educator to help us as we develop our services for special needs individuals (ID-ASD-PD) of the English-speaking community of the Greater Quebec City region.

You will work with participants from our occupational program, supervise our working plateaux for autonomous young people with special needs, as well as contribute to the development of individualized learning curriculum for the clients. The special educator will lead group activities of sports, cooking, arts, or leisure nature for children, teens and young adults with special needs while their parents enjoy some well-deserved time off. A positive, solution-oriented attitude is essential.

We look after our clients, our community and each other while offering an excellent workplace and employment conditions. Apply today to join our "Community of Care"!

### ROLES AND RESPONSIBILITIES

- Accompany and assist participants during recreational activities;
- Animation and realization of the activities planned in the calendar;
- Participate in the organization of special events with themes in collaboration with the Special Needs Coordinator;
- Set up and clean up before and after activities;
- Provide support and supervision to clients in order to help maintain and develop their autonomy;
- Together with the participants and their families, participate in the development and evaluation of their individualized intervention plan;
- Participate in the evaluation of the clientele and collaborate with various stakeholders from the community and the public system;
- Ensure the statistical documentation of participation in activities;
- Handle personal information regarding participants, their families, volunteers and staff in a confidential manner and respond with sensitivity;
- Use intervention techniques that can promote a return to calm and order;
- Perform any other related duties.

## **REQUIREMENTS**

### **Academic training**

- Technical diploma (DEC or higher) in special education or a related field;
- A minimum of 2 years' experience in a related position.

### **Specific requirements**

- Because the tasks will be performed with a vulnerable clientele that is not functional in the French language, proficiency in both official languages, both oral and written is required;
- Knowledge of the English-speaking community of Quebec City and its organizations would be an asset;
- Valid driver's license (the use of a personal vehicle may be required) would be an asset.
- Good understanding and comfort in working with people with an Autism Spectrum Disorder Diagnosis.

### **Professional and personal skills**

- Capacity to adapt, team player, collaborative;
- Sense of responsibility and good judgment;
- Respect for the cultural, linguistic and economic diversity of our clientele;
- Comfortable interacting with the public of all ages and capacities (children, seniors, special needs, etc.);
- Highly organized, ability to manage a variety of tasks;
- Good knowledge of technology, along with an ability and willingness to learn other tools as required.
- Sense of observation and vigilance at all times to ensure the safety of participants;
- Good physical stamina, including the ability to push a wheelchair.

## **WORKING CONDITIONS**

Contract, 28 to 35 hours/week, from August 2024 to mid July 2025 (possibility of renewal). You will be required to work evenings and weekends: Every other Friday evening from October to June, between 25-30 weekends (either Saturday or Sunday, schedule to be discussed with candidate).

Should the employment be extended after the six-month contract period, the person will have access to a range of benefits, including group insurance and a pension fund.

The hourly rate varies between \$24.80 and \$35.67 per hour, according to experience.

## **TO APPLY**

Please send your cover letter and resume to Mr. JS Jolin Gignac, indicating the position title, by 4:00 p.m. on Monday July 22, 2024, to [jsjolingignac@jhpartners.net](mailto:jsjolingignac@jhpartners.net)

*We thank all applicants in advance, but only those selected for an interview will be contacted.*