

# REQUEST FOR PROPOSAL ALTERNATE PROGRAM CONSULTANT

## Organizational Overview

FOOTPRINTS is a local, volunteer-driven, not-for-profit organization dedicated to the provision of respite care for families with children 13 years and under who are on the Autism Spectrum.

The FOOTPRINTS program offers respite, not therapy, in a safe and happy environment. It has been designed solely for the benefit of the children and for the relief of their families.

## Objective

The purpose of this contract is to retain a pleasant, personable, approachable individual as the Alternate Program Consultant for FOOTPRINTS.

## Description of Services

1. Provide on-site supervision of clients and encourage participation as scheduled in the program plan. Collaborate with families to meet unique needs of client as required, address concerns and promote a positive experience. All client incidents and/or concerns are to be reported to the Program Consultant and documented.
2. Provide on-site supervision and mentorship of volunteers, address concerns and promote a positive experience. All volunteer incidents and/or concerns are to be reported to the Program Consultant and documented.
3. Debrief with Program Consultant at the end of the program day. Communication to include highlights of the day, outstanding volunteer support and all incidents and/or concerns.
4. Collaborate with the Steering Committee, Operations Manager, other Consultants, volunteers, community groups, and families to enhance the overall quality of respite services.

## Assumptions and Agreements

- Six month contract January 1 – June 30, 2021. With potential for renewal.
- To be on-site in the absence of the Program Consultant as needed.
- Volunteer one session per month at Respite (Saturdays) or Together We Hang Youth (Mondays) programs.
- Saturday 8am to 6pm at Dunbarton-Fairport United Church, Pickering.
- Saturday 8am to 2pm at St. Mark's United Church, Whitby.
- Meetings as required.
- FOOTPRINTS has the right to negotiate contract rate and hours

## **Alternate Program Consultant Respite Program**

The Alternate Program Consultant will work under the direction of the Program Consultant and the Operations Manager or in his/her absence, under the direction of the designated/appointed FOOTPRINTS Steering Committee member.

### **Items to be Addressed in the Proposal Submission**

- Knowledge and skill generally associated with the completion of a Diploma in Early Childhood Education or relevant education, with at least two years of program experience working with children with special needs; or have an equivalent combination of education and relevant experience.
- Excellent communication and interpersonal skills to ensure effective interaction with children, their families, the Steering Committee, other Program Consultants, Operations Manager, volunteers, external stakeholders and the public.
- Demonstrated supervisory and leadership qualities to support to children and volunteers. Knowledge of Autism and activities that best support a fun-based positive experience.
- Excellent organizational, time management, administrative, research, analytical, and decision making skills. Proficiency in Microsoft Office and graphic design and/or web development is an asset.
- Required documents:
  - Current First Aid and Cardio-Pulmonary Resuscitation certificate mandatory
  - Current Certificate in Behaviour Management Systems Training (BMST) mandatory
  - Police Check mandatory, including Criminal Record and Working with Vulnerable Persons Check
  - Or provide as soon as possible upon acceptance.

### **Respondent Submissions**

If you meet all the above requirements, please submit your cover letter and resume to the following:

Ramela Garcia, Operations Manager  
FOOTPRINTS 4 Autism  
careers@footprints4autism.org

All proposals must be received by **5:00 p.m. November 18, 2020**  
Only short-listed applicants will be contacted for an interview.

### **Acceptance of Submissions**

FOOTPRINTS 4 Autism reserves the right to require clarification.  
Participation in the Program does not in any way propose or create any obligation to retain the Consultant for further or related consulting services.

**Start Date – December 2020 (Exact date TBD)**