

## 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 Program Consultant for FOOTPRINTS.

## Description of Services

1. Organize, develop and coordinate a respite care program that will help individual children under the autism spectrum based on FOOTPRINTS 4 Autism core values. Assess and enhance the quality of care working cooperatively with the Steering Committee, the Operations Manager, other Consultants, volunteers, community groups, and families.
2. Perform assessments of individual children's needs, abilities and interests, and ensure applications for respite services are completed. 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.
3. Administer the volunteer services in collaboration with the Volunteer Services Consultant under the direction of the Operations Manager and Steering Committee. Supervise, support and evaluate all on-site program volunteers; maintain appropriate documentation and records; and, support the overall goals of the volunteer program.
4. The Consultant will prepare and submit monthly program reports, attend monthly operations meeting and any ad hoc reports and/or meetings as required.
5. The incumbent must have the skills needed to direct, manage, plan, develop and organize a program for the utilization of the volunteers in accordance with the goals of FOOTPRINTS.

## Assumptions and Agreements

- Six month contract January 1 – June 30, 2021. With potential for renewal.
- Reimbursed training time in December 2020.
- Every Saturday 8am to 6pm at Dunbarton-Fairport United Church, Pickering.
- A monthly Operations meeting.
- FOOTPRINTS has the right to negotiate contract rate and hours.

## 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)**