

The Alternate Program Consultant will work under the direction of the Respite Program Consultant and Client Services Consultant and/or Operations Manager or in their absence, the designated FOOTPRINTS Steering Committee member.

### OBJECTIVE

The purpose of this contract is to retain an inclusive personable individual with autism knowledge that has a minimum of 1 year experience supporting developmental disabilities; excels in a team; and, adapts well to a fluid environment. The Alternate Program Consultant position is part of the Operations team and supports the facilitation of the Saturday respite program.

### RESPONSIBILITIES

1. Shift rotation with Alternate Program Consultant team - about 2 shifts on average per month. Program time is from 1:30PM to 5:00PM and you would be required to arrive 15 minutes prior to program start to prepare and stay 15 minutes after the program to support closing.
2. Provide coverage in the absence of the Respite Program Consultant; supervise program session.
3. Document volunteers and clients participating at the program and support Program Consultant with other administrative duties.
4. Greet and screen volunteers and families/clients at the beginning of each session as per policy and procedures. Support family pick-up of clients post program.
5. Brief volunteers on program session – clients attending, introduce new volunteers, activity plan, etc.
6. Prepare program room(s) with volunteers prior to start of program session. Restore the room with volunteers to its original state at the end of the program day.
7. Provide on-site supervision of clients and encourage participation as scheduled in the program plan. Collaborate with the Program Consultant and families to meet their needs as required, address concerns and promote a positive experience. All client incidents and/or concerns are to be reported to the Program Consultant.
8. 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.
9. Support the Program Consultant with administrative duties.
10. Adhere to all policy and procedures and ensure compliance with all health and safety measures. Identify and report immediately to the Program Consultant any issues regarding legal and/or health and safety implications. Any facility incidents must be reported immediately to the facility main office and/or care taker and the Program Consultant.
11. Debrief with Program Consultant at the end of the program. Communication to include highlights of the day, outstanding volunteer support and all incidents and/or concerns.
12. Collaborate with the Steering Committee, Operations team, volunteers, community groups, and families to enhance the overall quality of services and promotion of the organization.
13. Attend monthly Operations team meeting.

## **ASSUMPTIONS AND AGREEMENTS**

- Start Date: As soon as possible, six month contract with potential for renewal
- Saturdays: Direct in-person client service for 1 shift: rotation of afternoon shift for 4 hours (amount will vary based on team rotation)
- Able to travel to all respite program locations:
  - St. Mark's United Church, 201 Centre St S, Whitby, ON L1N 4V7
  - Dunbarton-Fairport United Church, 1066 Dunbarton Rd, Pickering, ON L1V 1G8
- Training provided
- Attend monthly Operations meeting
- Support autism education, marketing, fundraising and other initiatives to support goals of the organization
- FOOTPRINTS has the right to negotiate contract rate and hours

## **REQUIREMENTS**

- Current First Aid and Cardio-Pulmonary Resuscitation certificate mandatory
- Current Certificate in Behaviour Management Systems Training, Crisis Intervention or similar
- Police Check mandatory, including Criminal Record and Working with Vulnerable Persons Check
- Vaccination: minimum 2 doses

## **SUBMIT YOUR RESUME**

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FOOTPRINTS is committed to cultivating and preserving a culture of inclusion and connectedness. The collective sum of individual differences, life experiences, knowledge, innovation, self-expression, and talent represent our culture. We are able to grow and learn better together as a diverse team and is the key to our success.