

SUMMER JOB OPPORTUNITY

POSITION: Travel Training Assistant Coordinator, Travel Training Program (TTP), 3 positions available

CONTRACT LENGTH: 4 months

START DATE: May 7, 2018

SALARY: \$14/hr including 5% in lieu of benefits

Job Summary:

The Travel Training Assistant Coordinator is accountable to their mentor Travel Training Coordinator and the Travel Training Program Manager. Their role is to facilitate the successful execution of the TTP curriculum and by achieving the goals and outcomes as defined within the approved grant and subsequent TPP workplan:

- Provide in-class and one to one field instruction to program participants
- Assist with recruitment of program participants
- Complete intake assessments for incoming program participants
- Record all data necessary to the program
- Provide advice and guidance on all aspects of implementing the TTP curriculum
- Provide high quality customer service to program participants and their caregivers
- Attend any additional training programs that will assist and improve the operations of the Travel Training Program
- Attend any relevant training with the intention of improving knowledge and gaining new information to aid in the delivery of the TTP
- Provide verbal and written reports, as required
- Other duties as assigned

Reporting Relationships:

The Travel Training Assistant Coordinator reports to their mentor Travel Training Coordinator and the Travel Training Program Manager.

Job Qualifications:

The position requires a student between 15 and 30 years of age as of the start date of their employment. The student must be enrolled in a University Degree or Community College Diploma in Developmental Services or a related discipline and returning to their studies September 2018. Experience supporting people with an Intellectual or Developmental Disability and current certification in First Aid and CPR are also required.

Required Knowledge, Skills and Attitudes:

1. Knowledge

- Awareness of the needs of people supported in Developmental Services
- Experience using public transit

2. Skills

- Excellent communication skills, both verbal and written
- Excellent time management skills and ability to work with a minimum of direction
- Excellent computer skills

3. Attitudes

- Willingness to take direction, be flexible and work in an assistive capacity to the Travel Training Coordinators, Program Manager and others involved in the TTP
- Appreciation and respect for the validity of individual experiences and perspectives
- Commitment to collaborative approaches

TO APPLY
SEND YOUR COVER LETTER AND RESUME TO:
Careers@cltoronto.ca

PLEASE QUOTE JOB POSTING #SU18-01

When required and upon request, accommodations for disabilities will be provided.

We thank everyone for their interest in Community Living Toronto; however, only applications with the necessary qualifications, experience and education will be contacted for an interview.