



## **Family Child Care Skills Up Program Assistant**

The Program Assistant will provide support to the Education Coordinator and participants of the program to facilitate successful learning and program completion, provide administration and coordination support for the program, and ensure accurate documentation and reporting.

### *Participant Application and Enrollment*

- With the Education Coordinator, attend applicant home visits to:
  - Discuss the training program
  - Assist in initial communication and aptitude assessment
  - Determine needed supports for enrollment and success in program
- Work with participants to develop personal education plans
- Assist in developing arrangements for child minding, transportation and other potential barriers to success in the program
- Support candidates to complete application process and determine sponsorship for the program
  - Create files for each participant including copies of application forms, child abuse checks, criminal record checks, references, etc.
  - Conduct reference checks for each participant.

### *Participant Support*

- Provide individualized and strengths based support to the participants, assess participant needs and set collaborative goals
- Work with the participant to identify and minimize barriers that prevent them from achieving their goal.
- Support the implementation of individual learning plans, monitor participant progress and provide evaluation and ongoing feedback.
- Connect participants to an array of services and supports that may meet their needs.
- Facilitate learning by participating part days in the classroom and being available during independent study hours.
- Follow-up with participants who have missed training and ensure they receive copies of any materials missed, or assist in arrangements to makeup the course work.

### *Qualifications*

- Completion of CCA certificate program
- Experience dealing with confidential information and using discretion in handling sensitive material
- Excellent interpersonal skills including the ability to deal effectively with related stakeholders

- Excellent written communication skills
- Excellent verbal communication skills
- Ability to demonstrate initiative
- Excellent organizational and time management skills with the ability to prioritize assignments and meet deadline
- Proficient use of Microsoft Word, Outlook, Excel and Adobe or equivalent software applications
- Experience in developing social media and marketing materials
- Ability to provide a Criminal Record check and Child Abuse Registry check including the vulnerable person's section is essential

*A combination of education and experience may be considered for this position.*

Funding provided by:

The Government of Canada    The Manitoba Government