

# JOIN OUR TEAM!



## THE ROLE

### Inclusion Counsellor

This is a temporary full-time position at the County. The hourly compensation for this role is **\$18.92**.

## THE OPPORTUNITY

We are seeking a highly responsible and engaged Inclusion Counsellor to join our team! This individual will play a pivotal role in overseeing the care, supervision and safety of participants with exceptionalities. While ensuring that every individual has a memorable and positive experience at Camp.

You will ensure that the assigned camper(s) have a positive and inclusive experience by adapting planned activities to meet their individual needs and enable their participation, when possible, in activities.

If you are interested, please apply today to become an essential part of the Haldimand County team!

## THE PERKS

- Lieu of Vacation
- Defined Benefit Pension
- Uniform Allowance
- Wellness Programs
- Safe & Friendly Work Culture
- Emotional & Teambuilding Supports
- Career Growth
- Networking Opportunities



- Enrolled in high school or post-secondary.
- First Aid & PHCD Certifications.



- Some prior experience required, preferably experience with children.



- Interpersonal Communication
- Collaborative Skills
- Emotional Intelligence

## THE COUNTY

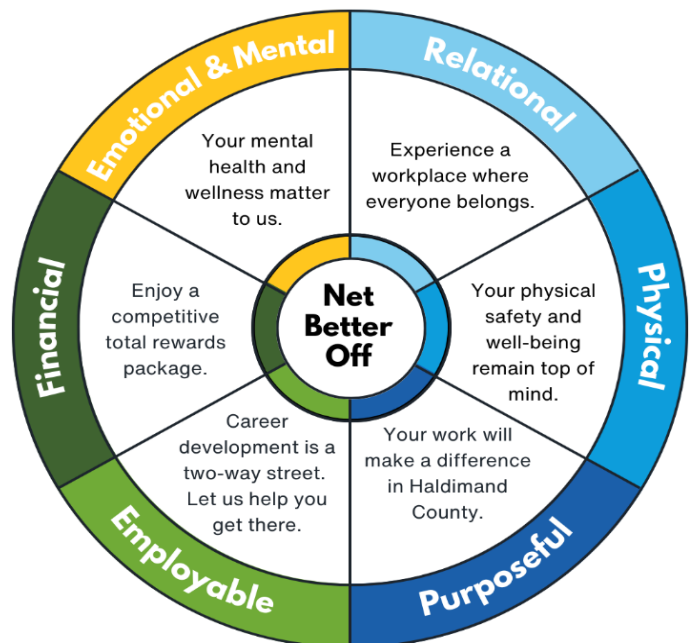
Haldimand County is committed to providing valuable work experience for students - without having to leave your community. Student positions are designed to provide leadership opportunities with future room for growth. With a focus on excellence, our County stands as an outstanding place to work and live. By joining our dynamic team, you open the door to a rewarding opportunity where we prioritize the skills to help you grow.

At Haldimand County, we believe in the Net Better Off philosophy. This means we're passionate about helping our staff thrive and advance in an inclusive workplace.

## THE NEXT STEPS

If this sounds like you, please submit your application online at [www.haldimandcounty.ca/careers](http://www.haldimandcounty.ca/careers).

This posting closes on **January 31, 2025, at 4:30 p.m.** Visit our Careers page for more opportunities.



## JOB DESCRIPTION

### Inclusion Counsellor, Community Development & Partnerships

<p><b>POSTING PERIOD:</b> December 13 – January 31, 2025</p>	<p><b>Employer Group:</b> Non – Union</p> <p><b>Reporting To:</b></p> <ul style="list-style-type: none"> <li>• Supervisor, Community Programs &amp; Events</li> <li>• Community Recreation Programmer</li> </ul>
<p><b>Vacancy:</b> 6</p> <p><b>Grade:</b> Student 2</p> <p><b>Wage Range Per Hour:</b> \$18.92</p>	<p><b>Position Status:</b> Temporary Full-Time</p> <p><b>Hours Worked Per Week:</b> Up to 40hrs</p> <p><b>Location:</b> All Camp Locations</p>

#### CORE COMPETENCIES:

Interpersonal Communication | Collaborative Skills | Emotional Intelligence | Diversity & Cultural Intelligence

#### POSITION SUMMARY:

This role is responsible for offering care, supervision, safety and support for participants with exceptionalities who are participating in County day camp programs. The incumbent will be actively engaged in creating activities that are both safe and enjoyable and are intended to promote the healthy development of their assigned camper(s). The incumbent's goal is to ensure the assigned camper(s) has/have a positive and inclusive experience by adapting daily planned activities to meet their individual needs and enable their participation, when possible, in activities.

#### QUALIFICATIONS, KNOWLEDGE & SKILLS

##### Education

- Must be enrolled in secondary school (at least 15-years-old), community college or university, and returning to school in September on a full-time basis.
- Plus have the following certifications, which will remain valid for the entire duration of term of employment:
  - Current Standard First Aid
  - High Five: Principles of Healthy Childhood Development (PHCD),
  - Lifesaving Society Safeguard.

##### Experience

- Some prior work or volunteer experience required.
- Special consideration will be given to applicants with:
  - Previous practical experience working with children (between the ages of 4-12 years) with exceptionalities.

##### Knowledge/Skills

- Demonstrated interest working with children.
- Must be resourceful, with knowledge of crafts, sports, music, games and other skills necessary in developing an interesting program, as well as be self-motivated and capable of working effectively with minimal supervision.
- Access to reliable transportation to and from work.
- Excellent verbal and written communication skills with the ability to give, obtain, seek clarification and/or exchange routine information.

- Demonstrated initiative and ability to make decisions involving routine tasks within established procedures.
- Demonstrated ability to work independently with complex tasks requiring some supervision.
- Demonstrated ability to exercise significant discretion and sensitivity involving occasional access to confidential data.
- Demonstrated analytical and problem-solving skills involving occasional ingenuity, and minor refinement of procedures when necessary.
- Demonstrated capability to provide orientation or technical guidance, as needed.
- Organizational skills, with conscientiousness to avoid errors, and ability to meet deadlines.
- Excellent interpersonal skills including the ability to work effectively in a team environment and guide interdisciplinary team-based discussions to increase staff morale, team building and team spirit.
- Technology Aptitude:
  - Demonstrated fundamental computer skills to perform basic tasks on various technological devices and programs while adhering to cybersecurity and an awareness of best practices.
  - Beginners knowledge of MS Office (Word, Excel, Outlook, PowerPoint).
  - Computer proficiency in Worktech (Pearl)- time entry.

## **RESPONSIBILITIES:**

**The incumbent's responsibilities include, but are not limited to:**

### People

- To have an understanding of the camper's exceptionality, the potential impacts in the camp environment and how to create a welcoming environment for the camper. Actively create and adapt opportunities for their assigned camper(s) to actively participate at camp.
- Ensure the safety of the assigned camper and others by incorporating safe activities and monitoring the behaviours demonstrated by participants.
- Communicate with the Camp Lead to discuss program concerns and behavioural issues that arise. Assist in the development of an action plan to ensure these are dealt with in a timely manner.
- Using a courteous, respectful and professional approach, communicate and interact with parents/caregivers on a daily basis to ensure they are aware of their children's accomplishments and situations or concerns that may have arisen during the program. Ensure they are informed of any upcoming events and are provided with additional instruction/requirements as needed.

### Functional

- Promoting/Sustaining Inclusivity & Diversity:
  - Research information on the specific exceptionalities of the assigned participant(s) to adapt planned activities in order to provide inclusive and meaningful games, crafts and activities or, if necessary, offer alternative programs to ensure the participant is having an enjoyable time.
  - Prior to start of program, liaise with Camp Coordinator, Recreation Programs regarding care needs (including medication, behaviour/discipline techniques, special care required, etc.).
  - Foster healthy child development by celebrating the diversity and uniqueness of each child through play, skill development, friendship and participation while being a caring adult.
  - Ensure that all records including attendance, injuries, incidents and reports are kept and maintained throughout the summer and that these are completed professionally and correctly.
- Daily Camp Operations:
  - Attend and participate in all mandatory staff training sessions.
  - Responsible for reporting to work as scheduled; all schedule change requests must be approved in advance.
  - Arrive promptly for all scheduled activities.
  - Assist with set-up and clean-up of the camp location, ensuring the cleanliness of the equipment and facility (meeting space/washrooms/outdoor space).
  - Assist with volunteers in the program through positive role modelling, program planning and involvement.
  - Ensure the camp location is ready and open on time.
  - Responsible for enforcing camp rules and investigating on the basis of behavioural problems, arguments, etc.
  - Guide assigned camper(s) through daily routines.
  - Participate actively in games, songs, crafts and activities with assigned campers and fellow staff.

- Communicate with the Camp Lead and/or Camp Coordinator, Recreation Programs to discuss program concerns and behavioural issues. Assist in the development of an action plan to ensure these are dealt with in a timely manner.
- **Records & Reporting:**
  - Maintain participation and behaviour log.
  - Ensure that all records and reports are kept confidential and maintained throughout the duration of camp. All forms are to be completed professionally and with accuracy (i.e. first aid documentation, incident/accident forms, sign in/out forms, etc.) and provided to the appropriate supervisor, as required.
  - Report any supply or equipment needs to the Camp Lead and appropriate supervisor, as required.
  - Ensure all required payroll information is completed accurately and submitted on time.
- **Health & Safety:**
  - Prior to start of program, liaise with Camp Coordinator, Recreation Programs to determine care needs (including medication, behaviour/discipline techniques, special care required, etc.) for the assigned camper(s).
  - Ensure a safe environment exists for all participants utilizing the programs. Conduct safety checks on sites and equipment.
  - Administer first aid, as required.
  - Responsible for feeding and toileting, as required.
  - Responsible for administering prescribed medication, if required, and according to directions provided by parent/caregiver.

Demonstrate commitment to the Haldimand County code of conduct.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the job.

**POSITION REQUIREMENT(S):**

A Current (within the past 6 months) Police Check	OPP LE 220 (18+)
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**WORKING CONDITION(S):**

- Hours of Work: Monday – Friday 8:30 – 4:30pm, with extended care as needed, from 7:30am – 8:30 am and/or 4:30 – 5:30pm

Haldimand County envisions all County staff to possess a high degree of Ethical Behaviour & Professionalism, Political Acumen, Relationship Management, Credibility, Flexibility & Adaptability, Empathy & Compassion, Entrepreneurship and Customer Service.

Haldimand County is an equal-opportunity employer who strives for inclusivity and belonging for all. Accommodation is available at any stage of the hiring process to applicants with differing abilities. If you require accommodation at any stage of the hiring process, please contact us at [hrhelpdesk@HaldimandCounty.on.ca](mailto:hrhelpdesk@HaldimandCounty.on.ca).

We thank you for your interest in working for Haldimand County. Only candidates selected for an interview will be contacted.