



## Employment Opportunity

**Program:** Day Program Work Room  
**Position:** Full Time Pre-Vocational Assistant  
**Hours:** Monday to Friday – 40 hours weekly (with class 4)  
35 hours weekly (before class 4)

**Accountability:**

Responsible to the Work Room Manager

**Qualifications:**

- Minimum Grade 12 education, other may be considered
- Training in behavior management an asset
- Ability to give instruction and direction in a respectful manner.
- Excellent interpersonal relationship skills
- Ability to work independently and as part of the team
- Ability to be flexible and adapt to a changing schedule
- Valid Class 5 required and class 4 driver's license **must** be obtained as soon as possible (preferably in 3 months)

**Responsibilities:**

- Teach work skills and work habits to individuals on a one-on-one basis, documenting individual progress.
- Demonstrate good work habits and model correct work behavior while being sensitive to approach when re-directing.
- Provide supervision and job support to individuals outside of BSO and to be able to assign jobs according to skill level independently
- Good communication skills with individual and community members
- Ability to be completely flexible with job duties, understanding those tasks can change daily.
- Provide one-on-one sessions with individual to strengthen life skills (such as math, computer, memory, telling time, etc.)
- Report any injury or unusual behavior to Day Program Manager or senior staff in charge
- Supervise in the lunchroom for coffee/lunch breaks when scheduled
- Transportation of individuals to and from home and employment situations, along with job support & training.
- It may be necessary to assign duties from time to time that do not appear in the above description.

Please forward your resume in confidence to: Human Resources at [hr@blueskyop.com](mailto:hr@blueskyop.com) or fill in an application at [www.blueskyop.com](http://www.blueskyop.com).

Only those considered for interview will be contacted.