



Program Support *Casual*

About Kinsight:

Kinsight is driven by a vision of a society where: ***Everyone's Welcome. Everyone Belongs. Everywhere.***

Our staff work day to day to promote healthy development, inclusion and full participation for all people. We offer support services to families of children, youth and adults with developmental delays and disabilities in a number of different community settings across New Westminster, Coquitlam, Port Coquitlam, Port Moody, Anmore, Belcarra and beyond.

We are recruiting a Casual Program Support staff to help cover union leaves, vacations and other absences on our administrative support staff team.

About the Casual Program Support Role:

This position will provide administrative and program support to Kinsight staff teams.

The Program Support position will:

- complete administrative and clerical tasks, acquire resources and complete other tasks as assigned
- maintain inventory tracking and lending systems for equipment and resources.
- update electronic information management system and provide reports as needed

About the Successful Candidate:

You are a values-driven, hands-on individual who takes great pride in your work. You are a self-starter who likes people and wants them to be successful. Success is seen as having people get what they need in a timely and precise fashion so that they can effectively do their work.

Your skills, experience and training include:

- proficiency with Microsoft Office and electronic information systems
- excellent interpersonal and communication skills (written and verbal)
- strong organizational skills
- ability to work independently and as part of a team
- ability to exercise good judgement

Previous experience working with children with special needs in an early childhood setting or experience working with children with disabilities and demonstrated ability to work well with parents an asset.

Hours of work: Casual, no guaranteed hours

Hours/days of work when coverage may be required are limited to:

- Monday to Friday, 8:30 am to 4:30 pm shifts

Wages Range: \$18.15 - \$21.14/hour (increases to \$19.45 - \$22.65 effective April 1, 2019), plus 9.8% in lieu of benefits.

This position requires Union membership, a satisfactory criminal record check, a valid BC Driver's License, and use of personal vehicle may be required.

To Apply:

If your skills, experience and ambitions match our needs, please submit your resume and covering letter to employment@kinsight.org We welcome applications from all qualified candidates. Only those selected for an interview will be contacted.