



# Northwest Child Development Centre

*Working together with families, collaborating with communities, strengthening the region*

## **Therapy & Administrative Assistant – Vanderhoof, Burns Lake or Fort St. James**

**Full time or part time / permanent (up to 35 hours per week)**

**Compensation: \$26.46 - \$32.19**

**Start date: ASAP**

**Open until filled**

### **Job Summary:**

Under the direction and supervision of a Therapist (Physiotherapist, Occupational Therapist, Speech-Language Pathologist), the Therapy Assistant is responsible for assisting the clinician in the delivery of therapeutic programs to children and youth as well as managing the program's equipment and resource inventory. The TA will carry out tasks related to implementation of therapeutic programs as developed and assigned by a therapist. The TA works as a member of a family-centered interdisciplinary team providing therapy and support services to children/youth from birth through to school aged. This position will also support administrative tasks and will offer reception services. This position will be located at the Vanderhoof office.

### **Qualifications:**

- Diploma, certificate or equivalent in Therapy Assistant program.
- Combination of education and experience.
- Minimum 1 years' experience working with children and youth who require extra support.
- Experience working under the direction of Therapists.
- Valid driver's license and own vehicle is required.
- Criminal Record Check

### **Skills:**

- Strong interpersonal and organizational skills.
- Ability to organize and prioritize multiple demands and priorities.
- Ability to maintain confidentiality.
- Ability to work independently and in collaboration within multi-team settings.
- Knowledge of office software (Word, Excel, Publisher, Office 365) and database utilization / case management system.
- Knowledge of medical terminology.

**NWCDC thanks all interested applicants, only those chosen for an interview will be contacted. *Do you require accommodation during the recruitment process? Please let us know. NWCDC is committed to diversity and inclusion throughout the recruitment and employment process.***

**Please apply by email, with resume and cover letter to:**

**Kerri Bassett, Executive Director at [hr@nwcdc.ca](mailto:hr@nwcdc.ca)**

**Regional Office- Smithers:** 1471 Columbia Drive, P.O. Box 995, Smithers, B.C., V0J 2N0 Phone: (250) 847-4122 Fax (778) 648-2032 Toll-Free 1-855-947-4122

**Burns Lake Location:** 270 9<sup>th</sup> Ave, PO Box 1146, Burns Lake, B.C., V0J 1E0 Phone: (250) 692-4201 Fax (778) 648-2032

**Hazelton Location:** 2725 Hwy 62, Hazelton, B.C., V0J 1Y1 Phone: (250) 842-5044 Fax (778) 648-2032

**Vanderhoof Location:** 1393 Hwy 16E, PO Box 1679, Vanderhoof, B.C., V0J 3A0 Phone: (250) 567-2911 Fax (778) 648-2032

[www.nwcdc.ca](http://www.nwcdc.ca)

