

Grant-Paid Job Description

Job Title	Personal Care Assistant
Reports to Position Title	Executive Director
Research Project Title	SuperNOVA
Faculty/ Department	Engineering
FTE (based on 35 paid hr work week)	1.0
Duration	July 2nd, 2024- August 23 th 2024
Date Created/Updated	December 19 th 2023
Salary	\$16.00 per hour + 4% in lieu of vacation

About the Research

SuperNOVA is a not for profit initiative of Dalhousie University that provides experiential learning for school aged youth in Science, Technology, Engineering and Mathematics (STEM). SuperNOVA offers innovative workshops, summer camps, clubs, and community events throughout Atlantic Canada that provide youth with fun and rewarding experiences in STEM and nurture a life-long love of exploration, creativity, and academic achievement.

Job purpose

Your role as SuperNOVA Personal Care Assistant will be to work with individual camper(s) attending SuperNOVA who have specialized needs beyond what SuperNOVA instructors are trained to respond to. You will work directly with those camper(s) ensuring, to the best of your ability, their safety and well-being in the SuperNOVA camp environment.

In this role you will work independently, however you will be working alongside other SuperNOVA instructors in a classroom setting. From time to time, you may be required to perform additional tasks. You will work under the supervision of the Executive Director. You will report directly to the Executive Director on any employment matters.

Duties and responsibilities

General Assistance

- Aid camper(s) with camp activities and projects where necessary
- Oversee the general well-being of camper(s), attending to them throughout the day
- Help campers at mealtimes where necessary
- Generally supervise the camper throughout the day
- Proactively make recommendations to enhance camper safety and well-being.

Provide one-on-one personal care assistance

- Assist camper with personal care, including aiding with bathroom activities.
- Ensure that bathroom equipment is installed and properly used.

Reporting

- Liaise with parents regarding their camper's health and well-being.

- Liaise relevant authorities pertaining to camper safety and security. (E.g. campus security, first aid responders, public health office, etc.)
- Complete all necessary reporting and turn in to the Director in a timely manner.

Qualifications

Required: Current student or EPA certification graduate or related degree/experience. Must possess strong verbal and written communication skills, time management skills, the ability to problem solve effectively and make decisions independently. Experience working with youth.

The following are considered assets: Experience working with rural, remote, low-income, and other populations typically underrepresented in STEM fields; experience working with Indigenous communities and an understanding of local socio-economic conditions and personal nuances of the Indigenous communities that we serve. French proficiency and public speaking skills. Full and unrestricted Nova Scotia driver's licence is an additional asset.

Working conditions

On campus role: Due to operational requirements, the successful applicant is required to work in-person on campus.

Dalhousie's vaccine mandate has been suspended at this time, and employees no longer need to provide proof of full vaccination. However, health and safety risks to our community will continue to be monitored and a vaccine mandate may be reinstated if necessary.

Supervisory/managerial

SUPERNOVA INSTRUCTOR EXPERIENCE

As a SuperNOVA Instructor, you will have access to a unique work experience that offers personal and professional development, education and career support, skills and competencies development, extensive high-quality training, and unique community outreach and engagement opportunities.

Training

SuperNOVA's robust training and certification program equip Instructors with foundational skills, knowledge and practice that are essential for developing and delivering impactful youth STEM programming and supporting future academic and professional careers.

- Gender Equity
- Indigenous Worldviews and Cultural Competency training
- Mental Health in the Workplace
- Anti-Racism in STEM
- Inclusive & Accessible Teaching Practices
- Conflict Resolution
- Effective Communication Certifications
- Emergency First Aid and CPR/AED Level A (valid for 3 years)
- Workplace Hazardous Materials Information System (WHMIS)
- Criminal Record Check w/ Vulnerable Sector

Competencies & Benefits

Science Communication

- Across all industries and sectors, it is critical to have the skills and confidence to communicate your work, research, or knowledge to people outside of your area of expertise.
- You may be required to represent your field of work or your company in a variety of settings (media, conferences, networking events) and it is essential that you are able to understand your audience and explain your work while serving as a representative of your company.
- SuperNOVA will offer you the opportunity to build the skills necessary for synthesizing complex scientific concepts and tailoring the information for a wide variety of audiences

Leadership

- Team management
- Teamwork, collaboration, communication

Community Involvement

- Support your community
- Mentor and serve as role models for youth
- Impact youth with positive experiences in STEM

Networking

- Engage with STEM professionals and SuperNOVA's industry, government and corporate partners

Personal Development

- Peer-to-peer mentorship
- Work with and learn from others with varying academic backgrounds
- Learn about yourself - what matters most to you, how you show up during difficult situations
- Flexibility to explore and teach subjects of interest

Additional Career Development Opportunities_ Offered in partnership with Actua

- Micro-credentials
- Micro-internships
- Work-integrated Learning

