



Job Title	<i>Licensed Practical Nurse/ Educational Assistant</i>
Reports to	<i>Provincial Director of Advocacy and Community Engagement: Billie Jack</i>

Inclusion Alberta, as a family advocacy organization, is committed to providing individuals with developmental disabilities and their families with personalized advocacy that contributes to a meaningful and inclusive life.

Inclusion Alberta in partnership with the Edmonton Catholic Schools District supports the term Licensed Practical Nurse (LPN)/Educational Assistant (EA) position. The LPN/EA supports the inclusion of a student with a developmental disability at St. Mary's elementary school for 31.5 hours per week. This term salary position coincides with operational days of the Edmonton Catholic Schools (ECSD) and will end on the last day of school for the 2020-2021 school year.

Duties and Responsibilities:

The school administration, teacher, Learning Services, and parents will work collaboratively with the support of Inclusion Alberta's Education Consultants. This collaboration will guide you to ensure the student participates in the classroom learning activities while at school and home when the student is unable to attend school due to health or medical reasons as determined by her parents.

LPN/EA:

While at school, the LPN/EA will follow the direction of the classroom teacher supported by the school and district learning teams to:

1. Facilitate meaningful student participation in the classroom; for example, help students prepare so they contribute to class discussions and coursework, help students to participate in group work, etc.
2. Facilitate relationships amongst classmates by helping the student with intellectual disabilities participate in a variety of learning activities, playground activities, clubs, etc.
3. Help the student contribute to and benefit from all aspects of the school experience and community life,
4. Provide support to the teacher in the development of individualized class expectations, academic modifications, and adaptations to support student learning, engagement, and relationships with classmates,
5. Complete daily home-school communication template.

- While at home, the LPN/EA will carry out educational programming based on the teacher's direction and Learning Services with support of Inclusion Alberta, Inclusive Education Consultant(s),
- While at home and school, the LPN/EA will attend to the student's personal needs, including medication administration, accessing the washroom, personal hygiene and wellness, support in preparing and consuming meals, and implementing any emergency procedures. The LPN/EA will follow the school and home medical documentation protocols.
- The LPN/EA will work at the student's school when the student can attend, and when the student cannot attend, will the LPN/EA work at the student's home to support the student to engage in learning the activities. Suppose the student is unable to be engaged in learning at home. In that case, the LPN/EA will report to the school and under the teacher's direction, develop learning activities, and prepare materials for the student's return and otherwise support the teacher in his/her classroom directly. Preparation time is built into the LPN/EA's position to aid the teacher before school and early dismissal.
- The LPN/EA will abide by both Inclusion Alberta's and Edmonton Catholic Schools District policies and confidentiality agreements.
- As per the COVID-19 context, given the student's medically complex and fragile nature, there is zero-tolerance for being sick at work (school and at home when appropriate). The LPN/EA must be free of any respiratory infection symptoms (e.g., fever, coughing, sore throat, runny nose) when reporting to work. The LPN/EA should also inform the family and school of any exposure to respiratory or communicable diseases. In the event of illness, the LPN/EA and the family will jointly decide when it is safe to return to work; open and honest communication is always expected. When working in the family's home, PPE is required the LPN/EA will use and be informed of the guidelines for its use by Alberta Health Services (AHS). When in the family's home, the LPN/EA is expected to arrive at work in clean clothes and disinfect every item brought into the private residence. The family provides sterilizing supplies. The same is expectations hold with the Edmonton Catholic School District in the school context.

The workday is based on the school's hours. The LPN/EA will work from 8:00 to 3:00. The LPN/EA hours of work consist of 31.5 hours per week, inclusive of one 15-minute break. Lunch is 30 minutes and unpaid. While at school, the school team will provide coverage for these breaks. While working at the student's home, the LPN/EA will plan your breaks throughout the student's schedule. School hours may change from time to time, which is not under the control of Inclusion Alberta.

Qualifications:

- Graduation from an approved nursing education program
- Registration with the College of Licensed Practical Nurse of Alberta is mandatory. Proof of active registration with the College of Licensed Practical Nurses of Alberta

(CLPNA) and maintaining registration throughout employment duration is required.

- Knowledge of workplace safety and awareness of Occupational Health and Safety Regulations
- Must be able to lift 50lbs comfortably
- Demonstrated knowledge and experience related to inclusive education is an asset
- Ability to collaborate with a multi-disciplinary team
- Ability to manage competing priorities
- Competent writing ability
- Competent in understanding of Office 365 and google classroom

Working Conditions:

This position is located in Edmonton. This is a 10-month **term salary position**, 31.5 hours per week and is corresponding with the Alberta LPN rates, full benefits and pension compensation.

Start date August 30, 2021, potential to negotiate an earlier start date. Only candidates selected for interviews will be contacted. The competition will close once a suitable candidate is found.

Please send a cover letter and resume to Billie Jack, Provincial Director of Community Engagement with subject line ***Licensed Practical Nurse/ Educational Assistant*** to cclark@inclusionAlberta.org