

## **Education Support Specialist 0.6 FTE**

### **Kids Cancer Care**

The Kids Cancer Care Foundation of Alberta is passionately dedicated to helping young people affected by cancer and their families survive and thrive in body, mind and spirit. With a vision of providing *a cure for every child and care for every family*, Kids Cancer Care strives to end childhood cancer, while easing the pain and suffering of the disease through three essential program areas: 1. Camp and Outreach; 2. Research and Hospital; and 3. Education Support and Scholarships.

At Kids Cancer Care, we consider it an honour and privilege to do the work we do. We get to help deserving children and families and we get to see our community at its finest — volunteering, donating, hosting fundraisers and helping others.

We love our work and we love the children and families we serve. We take our jobs seriously, but we don't take ourselves too seriously. We pride ourselves on having a fun, vibrant and sometimes quirky team that works, laughs, cries, eats, plays and celebrates together.

We value different perspectives and innovative thinking. We like to surround ourselves with creative, kind and passionate people and we encourage all qualified persons of any ability, gender, ethnic background or origin to apply.

For more information on Kids Cancer Care and our work, please visit us at [kidscancercare.ab.ca](http://kidscancercare.ab.ca).

### **Career Opportunity**

The Education Support Specialist (ESS) is a 0.6 FTE (22.5 hours per week) position reporting to the Manager of Volunteers and Outreach Programs. As part of the Education Support Team, the ESS is responsible for the continuous development, implementation and evaluation of the tutoring program and supports the work of all education support programs such as the webinar series, collaboration meetings and coaching strategy. Childhood cancers survivors can face complex, long-term side effects which may impact their ability to learn. Education support programs aim to support children and their families disadvantaged by cancer. This position works collaboratively with their ESS team and the entire outreach team to support families and volunteers through various education program channels.

### **Responsibilities**

In accordance with approved Kids Cancer Care's policies and procedures, the education support specialist will be responsible for the following areas:

## **Tutoring Program**

As a member of the education support team:

- Help recruit, interview, screen, train, match and recognize volunteer tutors and coaches
- Develop and execute a volunteer coaching strategy to support families and tutors
- Facilitate initial meetings with tutors and coaches
- Help with the intake of new families to the program, including home visits (or online meetings) with tutors and coaches
- Consult with families to review and interpret educational records to determine each learner's unique needs
- For each learner, generate a concise learner profile and design a detailed learning plan for tutor use that includes personalized, targeted strategies and specific resources
- Compile individualized learning kits for tutor, learner and family use
- Regularly review current evidence-based educational research and pediatric oncology information to broaden knowledge base and compile or generate high-quality learning resources for family, tutor or coach use
- Educate, mentor and provide ongoing support and supervision of volunteer tutors and coaches (e.g. orientation, learning plan meetings, emails, phone calls)
- Monitor learner progress (e.g. review tutor session summaries, check-in with tutors, parents, coaches)
- Co-facilitate tutor, family and coach workshops or meetings and contribute meaningful content
- Evaluate our tutoring program model effectiveness. Review and analyze program outcomes and adapt the tutoring program as needed based on evaluation and best evidence practices
- Lead the development and documentation of a Kids Cancer Care education support 'theory of change' statement
- Deliver one-to-one support to parents as needed, provide educational resources and/or connect to a volunteer coach
- Consider the wellbeing and safety of all participants (offer compassionate response, adhere to Kids Cancer Care policies, implement risk management processes, etc.)
- Create and deliver updated information sessions about the tutoring program to staff, the education support advisory committee and community agencies to build partnerships
- Collaborate with staff regarding Kids Cancer Care families, programs and related matters

## **Committee Coordination**

- Help facilitate and report on the tutoring program at Education Support Advisory Committee meetings. Engage the expertise of Committee members to support the education programs and activity
- Provide ongoing stewardship to current members and coordinate Committee member recruitment as needed

### **Fund Development**

- Collaborate with the development team to ensure proper funding of education support programs by helping to write program proposals, updates and reports

### **General Duties:**

- Be aware of the needs of young people affected by childhood cancer and their families, especially related to short- and long-term treatment effects, impacts on learning and education, and impacts on family wellbeing
- Ensure policies and guidelines of Kids Cancer Care are adhered to across all programs
- Represent Kids Cancer Care in the public and when speaking to volunteers, families, donors, and other stakeholders
- Establish and maintain working relationships with other educational professionals, Calgary and area schools and schoolboards, professionals at Alberta Children's Hospital and related community agencies
- Work flexible hours, some evening and weekend work
- Maintain confidential documentation of child and family contact notes
- Help collect and track program data, managing budget and monitoring program outcomes
- Complete accurate written records, reports and statistics for the tutoring program
- Attend courses, seminars, and workshops on topics related to the education support program

### **Qualifications**

- Bachelor's degree in education specializing in secondary programs (grades 7 to 12) or equivalent experience in teaching in secondary
- Minimum of 5 years, full-time, work experience in middle and/or high school education
- Certificate or training in trauma-informed care is an asset
- Must provide a current Level II Criminal Records Check which includes vulnerable sector
- Valid driver's license and reliable car

### **Industry Knowledge**

- Must have experience working with children with specialized health or learning needs
- Teaching and/or tutoring experience
- Must have experience working with and supporting parents in stressful circumstances
- A growing knowledge of childhood cancer
- Excellent oral and written communication skills
- Mature and well-organized individual who can lead various teams of adults
- Demonstrated ability with computers and relevant software programs
- Ability to work flexible hours, including evenings and weekends as required
- Committee management experience
- Experience in program design and evaluation
- Experience working with families of children affected by cancer, haematological or immune disorders, trauma or other life-threatening illnesses/disorders



### **The Position**

The Education Support Specialist is a 0.6 FTE (22.5 hours per week) position reporting to the Manager of Volunteers and Outreach Programs.

Competitive salary and benefits.

### **Closing Date**

Applications will be accepted until March 3, 2021.

### **Applications**

Please send a cover letter and resume with **Education Support Specialist** in the email subject line to:

### **Tracey Stahn**

#### **Manager of Volunteers and Outreach Programs**

stahn@kidscancercare.ab.ca

Kids Cancer Care Foundation of Alberta  
5757 4th Street SE  
Calgary, Alberta  
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*Note: We prefer to receive applications by email. We are grateful to everyone who applies, but only candidates selected for an interview will be notified.*