



**COMMISSION SCOLAIRE WESTERN QUÉBEC  
WESTERN QUÉBEC SCHOOL BOARD  
ATTENDANT TO THE HANDICAPPED  
SCHOOLS IN THE OUTAOUAIS REGION**

**Nature of the work:**

The principal and customary work of an employee in this class of employment consists in assisting handicapped students in participating in activities related to their schooling. He or she assists a student in moving from one location to another, ensures his or her well-being, hygiene and safety according to the instructions received in keeping with the individualized education plan.

**Characteristic functions:**

- Assists the student in moving from one location to another; guides his or her wheelchair, helps him or her to change position and, if necessary, to transfer to another chair. Helps him or her drink and eat during snacks and meals and, if necessary, reheats foods; helps him or her get dressed and undressed. Ensures the student's personal hygiene; helps him or her wash; helps him or her in the washroom; if necessary, changes his or her diaper and washes him or her.
- Ensures the student's safety when getting off and on vehicles.
- Assists teachers in conveying to students basic concepts regarding cleanliness, dressing, drinking and eating. Helps students to use or, handles for them, the materials and objects necessary for preparing and carrying out pedagogical and student activities. May be required to accompany a student to physiotherapy, occupational therapy or body and muscle relaxation sessions.
- Records observations concerning a student's needs and behaviour and may be required to inform teachers, parents and other designated staff and give his or her advice on the measures specified in the individualized education plan concerned.
- Supervises students during recess, meal periods, naptime and recreation time and accompanies them to the pool. Helps them to understand and respect school rules.
- If necessary, administers medication according to medical requirements and the school policy in effect and to the parents' instructions; administers first aid. Takes the necessary measures to help the student calm down following a fit while ensuring his or her own safety and that of others.
- Washes and, if necessary, disinfects articles of clothing, dinnerware, tables, orthotic devices and material used for student activities.
- May be required to use a computer and the various software needed to perform his or her duties.
- If need be, performs any other related duty.

**Required qualifications:**

- Hold a Diploma of Vocational Studies in Assistance in Health Care Establishments, a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority and have one (1) year of pertinent experience in those areas requiring self-discipline, general concepts in psychology and human relations skills.
- Hold a certificate dated no more than three (3) years attesting to the successful completion of:
  - a standard first aid course of a minimum eight (8)-hour duration;
  - a refresher course of a minimum six (6)-hour duration updating the skills acquired in the course mentioned in paragraph 1.

**Working Conditions:**

- **Salary:** \$16.22 - \$18.73 per hour (based on qualifications and experience).
- **Hours:** Various

**APPLICATIONS MUST BE SENT TO NICOLE BELEC at:  
jobs\_emplois@wqsb.qc.ca  
Subject: Attendant to the Handicapped  
Att: Richard Vézina, Director H.R.**

*The Western Québec School Board applies an Equal Access Program and encourages Women, Aboriginal peoples, members of Visible and Ethnic minorities and persons with Handicap to apply.*