



Unlimited Potential Community Services empowers individuals and families to reach their full potential and enhance community well-being.

FULL-TIME EDUCATION ASSISTANT - Term Position Ending June 30, 2027
Positions available in Edmonton and Stony Plain, AB

Unlimited Potential Community Services (UP) is a non-profit charitable society that has been providing quality support and treatment since 1987. Our goal is to restore stability and hope in the lives of children, youth, adults, and families so they can achieve personal independence and family unity. UP believes cultural tradition is an important part of mental wellness, so we incorporate the culture and traditions of our clients wherever possible. UP invites applicants who are passionate about providing quality support to our clients through a culturally sensitive approach and helping us to work together towards our goal to support each child and family to reach their full potential.

Program overview: The UP School Jurisdiction, a small, private school authority, is funded by Alberta Education and adheres to the Alberta Education K – 12 Program of Studies. Our students have special education and programming needs, many with emotional, behavioral and/or psychiatric challenges. Students who attend our schools may come to us from our group homes, treatment homes, or tuition agreements. Classrooms are limited to 6-10 students.

Position overview: Under the direction and supervision of certified teachers and school principal, the Education Assistant will contribute to, and adhere to, the treatment philosophy and programs for all children in the care of the Organization. This position ensures that the therapeutic and social environment is safe and secure.

Start Date: August 24, 2026

The ideal candidate will possess:

- Knowledge and understanding of Indigenous culture, customs and beliefs;
- Passion for working with students;
- Demonstrated training and extensive behaviour management experience working with children with special needs;
- Understanding of current and emerging issues of importance to Indigenous people and communities;
- Good understanding of health issues affecting youth and adults, such as FASD, drug and alcohol addictions, intergenerational trauma, mental health, suicide and other mental and behavioural issues;
- Good understanding of cultural differences and how they impact treatment approaches for children and youth;
- Good verbal and written communication skills with proven organizational and documentation skills;
- Able to work well in a team environment with the ability to handle stressful situations in a non-confrontational, problem solving manner is required.

Qualifications/Experience: Must have a certificate/diploma as an Education Assistant or in Human Services. Previous experience working with children with special needs is desired.

Other requirements: A current, clear Police Information Check (vulnerable sector included) and Child Intervention Record Check, both dated within the last 6 months. A valid AB driver's licence (minimum class 5) and current driver's abstract (no more than 8 demerits).

Salary & Benefits: Salary Range is \$41,302.00 - \$50,233.00 based on a ten (10) month year (salary commensurate with education and experience). We provide full-time employees with a 100% employer-paid health benefits package (which includes vision, dental and prescription drug coverage, massage therapy, etc.) and a 100% employer-paid R.R.S.P. equaling 3% of annual salary. We also offer free courses and workshops in-house for all of our employees.

Closing Date: Until suitable candidate found.

Our values are *integrity, respect, excellence, humility* and *relationships*. If you meet the entrance criteria, hold similar values and are looking to join a dynamic team that works hard to empower and support children, youth and families, please submit your Resume and Cover Letter to Human Resources at opportunities@upcs.org.

UP is an equal opportunity employer and is committed to building a safe, inclusive environment for people of all cultures and backgrounds; all qualified candidates are encouraged to apply.

We thank all applicants for their interest; however, only those applicants under consideration will be contacted.