

High School Co-op Information Sheet for Teachers

Volunteer Resources Department

Thank you for your interest in placing a high school co-op student at Holland Bloorview Kids Rehabilitation Hospital. In order to ensure a successful placement, please review the following information prior to submitting a student application.

Age requirements

Co-op students must be 16 years of age or older on or before the first day of placement.

Placement opportunities

The majority of our co-op placement opportunities involve working directly with our clients. Occasionally, there may be administrative or support co-op placement opportunities available (e.g. the Volunteer Resources office or Therapeutic Recreation administration). Examples of placement opportunities include:

Program Name	Description	Primary Staff Supervisor
Ronald McDonald Playroom	Drop-in child care for clients with disabilities and their siblings, aged 4-18 Times: 9:15 – 12:00 OR 1:00 – 5:00	Outpatient Playroom Administrator
Therapeutic Playroom	Recreation program for inpatient hospital clients, aged 0-6 Times: 9:15 – 11:45 OR 1:15 – 3:45	Therapeutic Recreation Specialist and/or TR Assistant
Play and Learn Nursery School 666 Eglinton Ave W.	Early learning programs for children with disabilities, and without disabilities in integrated programs Times: 8:30/9:00 – 12:00 OR 1:00 – 3:30/4:00	Early Childhood Educator

Co-op students may be placed in a single program/location, or may combine placements in multiple programs.

Scheduling

Placements are available in the mornings, afternoons or full days, subject to availability. A minimum 75 hour commitment is required. We are not able to accommodate alternate day placements. Students should carefully consider their class schedules and travel arrangements to ensure that these shift times suit their availability.

Performance requirements

The following minimum abilities/qualifications are commonly required of co-op students in our client-based programs.

Co-op students working with clients must be able to:

- Push a client using a wheelchair (*training is provided*)
- Provide hand-over-hand assistance to clients
- Set up or transport equipment (e.g. carrying items, pushing a cart)
- Work in a variety of positions (e.g. sitting, standing, crouching)
- Move between positions while working (e.g. sit-to-stand, stand-to-crouch)
- Work outdoors
- Physically support a client in the water (with or without a flotation device) (*IET Swim only*)
- Communicate verbally
- Engage in reciprocal/back-and-forth conversation with a client
- Perform routine tasks with minimal supervision after initial training (e.g. cleaning equipment or setting up a room)

Interview and screening process

Co-op students will be interviewed prior to a placement offer being made. Following successful completion of the interview, candidates will be provided with an immunization record to complete in accordance with OMA/OHA Communicable Disease Surveillance Protocols for Ontario Hospitals. All students are required to have a minimum of two doses (primary series) of a Health Canada-approved COVID-19 vaccine. Students aged 18+ will also be required to complete a Vulnerable Sector Screening (police reference check). Students are responsible for any costs incurred to complete the immunization record and police check.

Training

Co-op students will be assigned one or more online training courses, depending on program placement(s). Students may also be required to complete an in-person training session at 150 Kilgour Road. All trainings must be successfully completed before beginning a placement.

Application process

We can only consider completed application packages with all documents. A completed application package must include the following three (3) documents:

- A completed application form (Complete electronically via the Better Impact portal)
- Two professional references (Completed electronically by referees and then returned to the applicant to attach to their online application form)

- **Employment and/or volunteer references are preferred.** Should a student not have employment or volunteer references, we will consider teachers, professors, coaches, aquatic leadership instructors, community leaders, or other professional references.
- Students' references should be able to answer questions about their ability to provide direct support to programs and services for children and youth with disabilities.
- **Family members, friends, and/or friends of the family may not provide personal references.** We may consider references from people in this group if a student has been **employed on a paid or volunteer basis**, for example, if they have worked as a babysitter, tutor, or have had other employment with them.