

High School Co-op Information Sheet for Teachers

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 opportunities in addition to working with clients (e.g. set up and preparation of materials for program, assisting in the Volunteer Resources office). Examples of placement opportunities include:

Program Name	Description	Primary Staff Supervisor
Ronald McDonald Playroom 150 Kilgour Road	Drop-in childcare for clients with disabilities and their siblings, aged 2.5-18 Times: 9:00 – 12:00 OR 1:00 – 4:00	Outpatient Playroom Administrator
Scarborough Nursery School 1 Wayne Ave	Early learning and development programs for children with disabilities, and without disabilities in integrated programs Times: 8:30/9:00 – 12:00 OR 1:00 – 4:00	Early Childhood Educator
Play and Learn Nursery School 666 Eglinton Ave W.	Early learning and development programs for children with disabilities, and without disabilities in integrated programs Times: 8:30/9:00 – 12:00 OR 1:00 – 4:00	Early Childhood Educator

Please note that Friday afternoon placements are not available in the Nursery Schools, as they will be closed during that time. We cannot guarantee an alternative option for Friday afternoon placements.

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
- 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. Students aged 18+ will also be required to complete a Vulnerable Sector Check (Level 3 police check). Co-op students are responsible for any costs incurred to complete the immunization record and vulnerable sector check.

Training

Co-op students will be assigned online training modules. 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:

- A completed [application](#) (Completed online)
- Two (2) professional references using the Holland Bloorview reference form (Completed by referees and then returned to the applicant to attach to their online application form). Referees who wish for the reference to remain confidential, may email the form directly to volunteerreference@hollandbloorview.ca using the subject line: Confidential Reference – Applicant's First & Last Name.
- Further information on our reference requirements can be found on our Highschool co-op application page: <https://hollandbloorview.ca/get-involved-give/volunteering-with-us/volunteering-client-patient-programs/high-school-co-op-education-opportunities>