

# 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. with the Bloorview Foundation or Family Resource Centre). 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
Bloorview School Authority	Classroom support for students with disabilities who are enrolled in the Integrated Education and Therapy (IET) program, JK – Grade 1 OR students who are current inpatients at Holland Bloorview  Times: 8:45 – 11:30 OR 12:45 – 3:30	Classroom Teacher
Bloorview School Authority: IET Swim	Group swimming lessons for students with disabilities who are enrolled in the Integrated Education and Therapy (IET) program, JK – Grade 1  Times: 12:45 – 3:00	Aquatic Program Administrator
Therapeutic Playroom	Recreation program for inpatient hospital clients, aged 0-6  Times: 9:15 – 11:45 OR 1:15 – 4:00	Therapeutic Recreation Specialist and/or TR Assistant
Play and Learn Nursery School 666 Eglinton Ave W. Scarborough Nursery School 1 Wayne Ave.	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
Holland Bloorview Foundation	Supporting fundraising activities at the hospital  Times: Morning or afternoon (somewhat flexible)	Fundraising Coordinator

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 at 150 Kilgour Road. 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 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 are also required to complete an in-person training session at 150 Kilgour Road. Training sessions are typically offered on Thursday evening or weekend daytime. 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. Print and sign to submit)
- [Two professional references](#) (Completed electronically by referees and then printed and signed)
- Resume with cover letter (optional but appreciated)

Each completed reference form must be submitted in **sealed envelope with the referee's signature** across the seal of the envelope. The envelope must not be opened by the applicant. **Employment and/or volunteer references are preferred.** Should a student not have employment or volunteer references, we will consider teachers, community leaders or other professional references.

The above documents should arrive as **one complete package** and can be delivered in person to main reception or mailed to:

**Holland Bloorview Kids Rehabilitation Hospital**  
**Attn: Volunteer Resources**  
**150 Kilgour Road**  
**Toronto, ON M4G 1R8**

**Incomplete application forms:** If we receive an incomplete application package, it will be held in Volunteer Resources for three months. After that time potential applicants must reapply through the above process.