



## **TOWNSHIP OF NORTH STORMONT Job Description**

**Position Title:**      **Accessibility Student, 4-month contract**  
**Reports to:**         **By-Law Enforcement Officer**

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### **POSITION SUMMARY:**

The Accessibility Student will be responsible to assist all municipal departments in matters relating to the collection and analysis of data pertaining to North Stormont and more specifically, to undertake a comprehensive audit and analysis of corporate buildings / facilities.

### **RESPONSIBILITIES:**

1. Review and research the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11 (AODA), and all other data sources available including studies, reports, and the Township's current Accessibility Plan.
2. Develop a comprehensive accessibility policy that will cover Township practices and procedures governing the provision of its goods or services to persons with disabilities.
3. Prepare and forecast a financial analysis of all compliance requirements and their completion dates. Duties pertaining to Asset Management may also be required.
4. Outline the measures to be initiated by the Township over the next one to five years to identify, remove and prevent barriers.
5. Identify needs and assist in the website upgrade to meet accessibility standards.
6. Promote and support the Township's overall efforts to facilitate an environment that is more accessible to persons with disabilities.
7. Provide regular updates to the Senior Management Team.
8. Other duties as assigned.

### **QUALIFICATIONS:**

- Completion or working towards a Post Secondary Diploma/Degree in Business Administration or related field
- Familiarity with AODA and related legislation; experience preferred
- Demonstrated knowledge and skills with spreadsheets and database programs
- Strong organizational skills, public relations and communications
- Valid Ontario Class G Driver's Licence

### **WORKING CONDITIONS:**

Work is performed in an office environment however site inspections may include personal vehicle transport (mileage will be reimbursed) and physical demands.

**HOURLY RATE:** \$20 - \$22 per hour; no benefits apply as this is a contract term position.