

VANCOUVER RESOURCE SOCIETY

JOB DESCRIPTION

DATE: JANUARY, 2004; 2011; 2014

DEPARTMENT: DAY PROGRAM

JOB TITLE: PROGRAM WORKER

BENCHMARK: ACTIVITY WORKER
GRID 8

UNION: BCGEU

JOB SUMMARY:

Under the direction of the Program Supervisor, the Program Worker implements established activities to meet client's activation, life skills, recreational, and social needs and assists clients with daily living as required. Provide direction to volunteers as required.

KEY DUTIES AND RESPONSIBILITIES

1. Implements and participates in activation, life skills, recreational, and/or social activities designed to meet the needs of clients, providing demonstration as required. Adapts and modifies established activities to meet the special needs of clients.
2. Participates in the development of activities to include arts and crafts, sports, music, bingo, wood working, cooking, gardening and exercises as examples, by providing input to senior positions.
3. Observes clients and their environments, and reports unsafe conditions and behavioural, physical, and/or cognitive changes to supervisor. Promotes client participation in activities, and provides feedback regarding the performance and progress of clients.
4. Accompanies clients on outings such as appointments, shopping, and leisure activities.
5. Receives client feedback, inquires, and complaints, and responds as required.
6. Assists clients with activities of daily living as required, such as feeding, lifts & transfers, grooming, and toileting. Encourages clients to perform activities of daily living and to assist with housekeeping duties.
7. Supports clients experiencing cognitive and/or mental health challenges and/or responsive behaviors.
8. Provides direction to volunteers as required and demonstrates related techniques as required.
9. Sets up furnishings and equipment for activities.
10. Maintains an inventory of equipment, tools, and materials related to activities and reports deficiencies as required.
11. Completes and maintains related records and documentation such as statistics, progress reports, activity participation reports, observation reports, and client activity profiles.
12. Refers clients to other programs/services and provides information regarding available resources.

PROGRAM WORKER

13. Performs housekeeping duties such as sweeping and mopping floors, vacuuming, dusting, washing dishes, and laundry.
14. Performs limited food preparation such as heating prepared food, and making tea, coffee, toast, salads, and sandwiches.
15. Answers general inquiries by telephone and in person, and provides direction and routine information about programs and policies.
16. Attends staff meeting and in-service education and participates in care planning and other meetings as required.
17. Performs other related duties as assigned, directed or requested by Program Coordinator/Supervisor, and/or clients.

QUALIFICATIONS

EDUCATION AND EXPERIENCE:

- Minimum Grade 12 or equivalent.
- Completion of a recognized Recreational/Activity Program
- Plus two years recent, related experience that includes (1) year experience in the programming of mentally delayed or physical disabilities.

TRAINING:

Must possess training in the following areas:

- (a) Current BC Class 4 Driver's License.
- (b) Current Standard First Aid Certificate or Emergency First Aid Certificate and CPR Certificate Level A.

Or an equivalent level of education, training and experience.

JOB SKILLS AND ABILITIES

- Mental and physical ability to carry out the duties of the position
- Ability to communicate effectively both verbally and in writing
- Ability to deal with others effectively
- Ability to organize work with flexibility
- Ability to operate related equipment
- Ability to teach life and work skills

VANCOUVER RESOURCE SOCIETY

SUITE #310 – 2006 WEST 10th AVENUE, VANCOUVER, B.C. V6J 2B3 PHONE: (604)731-1020 FAX:(604)731-4003

APPLICATION FOR EMPLOYMENT

PROGRAM WORKER

RESIDENTIAL CARE ATTENDANT

NAME: _____ DATE: _____

ADDRESS: _____ POSTAL CODE: _____

PHONE: _____ E-MAIL: _____ S.I.N. #: _____

HAVE YOU PREVIOUSLY APPLIED TO VANCOUVER RESOURCE SOCIETY _____ HEALTH CARE REGISTRATION # _____

PLEASE INDICATE THE SHIFTS YOU ARE AVAILABLE TO WORK:

MORNINGS _____ EVENINGS _____ NIGHTS _____ SATURDAYS _____ SUNDAYS _____

LIST ANY MEDICAL RESTRICTIONS YOU MAY HAVE WHICH WOULD INTERFERE WITH OUR JOB. (*Work may include transferring and lifting clients, bending, cleaning, standing for long periods of time and dealing with verbally and/or physically aggressive clients*) _____

DO YOU HAVE A HISTORY OF BACK INJURY? YES _____ NO _____ SPECIFY CONDITION _____

NOTE: OFFERS OF EMPLOYMENT ARE CONDITIONAL UPON SUCCESSFUL COMPLETION OF A PRE OR POST-EMPLOYMENT MEDICAL (INCLUDING A T.B. TEST), SUBJECT TO THE EMPLOYER'S REQUIREMENTS AND AT THE APPLICANT'S EXPENSE, WHICH REVEALS NO MEDICAL IMPEDIMENTS TO THE PERFORMANCE OF DUTIES.

EDUCATION: (PLEASE PROVIDE DOCUMENTARY EVIDENCE OF CERTIFICATES OBTAINED)

HAVE YOU OBTAINED A GRADE 12 DIPLOMA? YES NO PLEASE LIST WHAT LEVEL AND SCHOOL BELOW

NAME OF INSTITUTION	COURSE OF STUDY	HIGHEST LEVEL OBTAINED	ATTENDED FROM/TO
---------------------	-----------------	------------------------	------------------

HIGH SCHOOL

COLLEGE/UNIVERSITY

OTHER

HAVE YOU HAD A PREVIOUS CLEAR CRIMINAL RECORD CHECK? YES NO

ARE YOU WILLING TO UNDERGO A CRIMINAL RECORDS CHECK PRESENTLY AND EVERY 3 AND 5 YEARS (PENDING PROGRAM)?
YES _____ NO _____

ARE YOU BONDABLE: YES _____ NO _____ LANGUAGES SPOKEN: _____

HAVE YOU BEEN PREVIOUSLY EMPLOYED BY VANCOUVER RESOURCE SOCIETY? _____

DO YOU HAVE A CLASS 5 DRIVER'S LICENSE: YES NO DO YOU HAVE AN N OR L: _____

DO YOU HAVE A CLASS 4 DRIVER'S LICENSE: YES NO ARE YOU WILLING TO GET A CLASS 4 DRIVER'S LICENSE: _____

DO YOU HAVE AN EMERGENCY OR A STANDARD FIRST AID CERTIFICATE: _____ EXPIRY DATE: _____

LIST ANY FRIENDS/RELATIVES WORKING FOR US: _____

HAVE YOU RESIDED OUTSIDE CANADA FOR OVER 6 MONTHS IN THE PAST 5 YEARS? YES NO IF YES, WHERE _____

EMPLOYMENT RECORD (LIST PRESENT OR MOST RECENT EMPLOYER FIRST)

COMPANY NAME _____ SUPERVISOR: _____

ADDRESS: _____ PHONE: _____ E-MAIL: _____

POSITION HELD: _____ STARTED: _____ FINISHED: _____

DESCRIPTION OF DUTIES: _____

REASON FOR LEAVING: _____

COMPANY NAME _____ SUPERVISOR: _____

ADDRESS: _____ PHONE: _____ E-MAIL: _____

POSITION HELD: _____ STARTED: _____ FINISHED: _____

DESCRIPTION OF DUTIES: _____

REASON FOR LEAVING: _____

VOLUNTEER WORK AND OTHER RELATED EXPERIENCE:

ORGANIZATION: _____

FROM: _____ TO: _____ DUTIES: _____

ARE THERE ANY OTHER EXPERIENCE OR SKILLS WHICH YOU FEEL WOULD ESPECIALLY PREPARE YOU FOR THIS POSITION?

REFERENCES: (GIVE THE NAMES OF 2 EMPLOYERS AND 1 PERSONAL REFERENCE (PLEASE ENCLOSE REFERENCE LETTERS WITH APPLICATION), RECENT STUDENTS MAY USE TEACHERS AS BUSINESS REFERENCES).

NAME	OCCUPATION	YEARS KNOWN	TELEPHONE NUMBER / EMAIL
_____	_____	_____	_____
_____	_____	_____	_____

MAY WE CONTACT YOUR CURRENT/PREVIOUS EMPLOYERS? _____ YES _____ NO. IF YES PLEASE READ AND SIGN THE **REFERENCE AUTHORIZATION** BELOW.

THE UNDERSIGNED, HAVING APPLIED FOR A POSITION AT VANCOUVER RESOURCE SOCIETY FOR THE PHYSICALLY DISABLED DOES HEREBY AUTHORIZE YOU TO PROVIDE VANCOUVER RESOURCE SOCIETY WITH THE INFORMATION REQUESTED HEREIN. I SPECIFICALLY CONSENT TO DISCLOSURE IN ACCORDANCE WITH THE PROVISIONS OF ALL APPLICABLE FEDERAL/PROVINCIAL AND LOCAL LAWS.

NAME: _____ **SIGNATURE:** _____

I CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE, TO THE BEST OF MY KNOWLEDGE, COMPLETE AND CORRECT. SHOULD ANY STATEMENT BE PROVED INACCURATE, I UNDERSTAND THE EMPLOYER MAY CANCEL MY EMPLOYMENT.

APPLICANT'S SIGNATURE: _____ DATE: _____