

Activity Aide (Diploma) – The Fair Haven United Church Homes

Position: Activity Aide
Facility: Vancouver/Burnaby
Department: Therapeutic Recreation and Volunteer Services
Reports to: Director of Therapeutic Recreation and Volunteer Services
Job Status: Casual
Rate of Pay: \$22.96/per hour

JOB SUMMARY:

Assists in the planning, implementing, and evaluating of a variety of therapeutic recreation programs according to established policies and procedures.

KEY DUTIES & RESPONSIBILITIES:

1. Assists in planning, promoting, organizing, implementing and evaluating a wide range of therapeutic recreation programs to meet residents' needs/interests.
2. Contacts external agencies for program resources as required.
3. Carries out programs such as arts and crafts, sports, music, cooking, gardening and exercises as directed by supervisor.
4. Sets up and organizes furnishings and equipment for program projects, teaches the techniques of related activities to residents.
5. Assists residents to and from programs.
6. Lifts, transfers, porters and ambulates residents.
7. Makes posters and time tables and keeps residents informed of upcoming events.
8. Records attendance of all programs.
9. Attends to residents' personal care needs at community outings and programs.
10. Operates a bus/van/car for community outings, ensures a pre-trip inspection and safety check on the vehicle.
11. Observes and reports changes in residents' functional and cognitive behaviour to the nurse on duty.
12. Maintains inventory of equipment, tools and materials and reports malfunctioning equipment and supply needs to supervisor.
13. Maintains departmental equipment and designated work areas are kept clean and tidy.
14. Schedules work assignments of and provides direction to volunteers; contacts external agencies for additional volunteer resources as required.
15. Attends a variety of meetings such as staff in-service and continuing education programs, and approved work related conferences and seminars as required.
16. Communicates with other staff members re residents' participation or lack thereof.
17. Performs other related duties as required.

QUALIFICATIONS: Education, Training & Experience

- Graduation from a recognized recreational program plus one year's recent, related experience or an equivalent combination of education, training and experience.
- Must have a valid Class 4 driving license (unrestricted).

Job Skills & Abilities:

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to supervise.
- (v) Ability to teach.
- (vi) Ability to organize work.
- (vii) Ability to operate related equipment

To Apply: Please send CV and cover letter attention: Human Resources

By Mail: 2720 East 48th Avenue, Vancouver, BC V5S 1G7.

By Email: ljohnson@fairhaven.bc.ca

By Fax: 604.433.4547

Website: www.fairhaven.bc.ca

We wish to thank all applicants for their interest however; only short listed candidates will be contacted.