

**Job Description**  
**Specialized Part-time Day Program Worker**  
**SOURCES Life Skills Resource Centre**

**POSITION SUMMARY**

The employee is responsible for assisting members of the program staff team to facilitate day program activities for up to 35 individuals per day. Program Participants are adults who live with mental and/or physical challenges. Activities are usually based at the Life Skills Resource Centre located at 12996 - 60<sup>th</sup> Avenue, Surrey BC. Some activities may take place at other community facilities. Program hours are from 9:00 am to 2:00 pm from Monday to Friday. Work schedules are determined as needed. Staff must also be flexible to work occasional evening hours for special events conducted by the program.

**ACCOUNTABLE TO**

The employee is directly accountable to the Manager of the SOURCES Life Skills Resource Centre and will work under the direct supervision of the Supervisor of Day Program Staff.

**QUALIFICATIONS**

- Must possess a Human Services Worker's Certificate or the equivalent.
- Must have experience working in day programs designed for people with intellectual and/or physical challenges.
- Must possess good written and verbal skills and an ability to follow and assist in drafting plans, conduct lessons and facilitate daily recreational activities at a centre-based day program.
- Must be reasonably computer literate.
- Must be available to work the specified schedule.
- Must possess good knowledge of local community resources.

**MAJOR JOB FUNCTIONS**

- 1) Assists other program staff to provide training, supports and assessments for all program participants as required according to the Community Living British Columbia (CLBC) which funds this program.
- 2) Completes all daily documentation required as part of the program procedures.
- 3) Shares responsibilities with other program staff to schedule classes and community outings for all program participants.

- 4) Assists other program staff in analyzing tasks and setting reasonable program goals with program participants to ensure that planned goals are achieved.
- 5) Ensures that SOURCES' policies and procedures are followed as well as the operating procedures of the Life Skills Resource Centre.
- 6) Participates in quality improvement and evaluation processes implemented by the Executive Director and/or Program Manager.
- 7) Ensures that the rights, dignity and confidentiality of all program participants are maintained.
- 8) Provides personal care supports such as lifting and transferring, feeding and toilet assistance for clients needing personal care.
- 9) Ensures the health and safety of all program participants in the course of working with them.
- 10) Works as a supportive member of the staff team.
- 11) Plans and conducts age-appropriate music and/or theatre-based activities.
- 12) Attends case conferences or planning meetings relating to all program participants, when required.
- 13) Provides the Program Manager with ample information about program participants as well as any other potential problems or unusual situations.
- 14) Ensures the maintenance and implementation of program policies and standards.
- 15) Takes direction and feedback from the Program Manager and/or Staff Supervisors.
- 16) Acts as an appropriate role model to all program participants and staff.
- 17) Is comfortable at working with clients who have challenging behaviours.

CONTACT:

Michael Kalmuk, Program Manager  
SOURCES Life Skills Resource Centre  
Phone: 604.592.5599  
Fax: 604.592.5595  
mkalmuk@sourcesbc.ca