

# VANCOUVER RESOURCE SOCIETY

## **JOB DESCRIPTION**

**DATE: JANUARY, 2004**

**DEPARTMENT: DAY PROGRAM**

**JOB TITLE: PROGRAM WORKER**

**BENCHMARK: ACTIVITY WORKER  
GRID 8**

**UNION: BCGEU**

## **JOB SUMMARY:**

Under the direction of the Program Coordinator/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.

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## **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. Provides direction to volunteers as required and demonstrates related techniques as required.
8. Sets up furnishings and equipment for activities.
9. Maintains an inventory of equipment, tools, and materials related to activities and reports deficiencies as required.
10. Completes and maintains related records and documentation such as statistics, progress reports, activity participation reports, observation reports, and client activity profiles.
11. Refers clients to other programs/services and provides information regarding available resources.

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