



UNION JOB DESCRIPTION

JD103

JOB TITLE:	Activity Worker - Mobile ADC	JOB DESCRIPTION NO.:	20088
CLASSIFICATION:	Activity Worker	GRID/PAY LEVEL:	C21
COLLECTIVE AGREEMENT:	Community Subsector	HSCIS NO.:	81002
UNION:	BCGEU	JOB/CLASS CODE:	20088
PROGRAM/DEPARTMENT:	Home & Community Care, Mobile Adult Day Programs	BENCHMARKS (If Applicable):	81002
REPORTING TO:	Program Coordinator, Adult Day Centre		
FACILITY/SITE:	VIHA SI: (Cubbon) - out of ABH; VIHA NI: Mt. Waddington		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to and under the supervision of the Program Coordinator - Mobile Adult Day Centre, and in conjunction with clients, staff, and volunteers, assists Mobile Adult Day Centre (ADC) program clients in activities and assists with Activities of Daily Living. Operates a motor vehicle to deliver and return ADC items from predetermined site to various destinations.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. In collaboration with the Program Coordinator-ADC, plans, leads, and assists with various Adult Day Centre (ADC) activities such as physical activities, music and entertainment, crafts, card/games, gardening, spiritual, and educational programs on an on-going basis to improve or maintain the clients' physical, emotional and social capabilities and promote their maximum level of independence.
2. Assists clients with Activities of Daily Living such as toileting, walking, grooming, and feeding at meal times.
3. Shares information with Coordinator and other staff regarding client care and to make notations of areas where clients require additional care or encouragement.
4. Operates a motor vehicle in the transport of ADC program materials and supplies from predetermined site to various destinations.
5. Spends one-to-one time with clients and advises the Coordinator of changes in client's condition such as participation in program activities or changes in eating patterns.
6. Under the direction of the Program Coordinator completes the admission process for each client and reviews on a regular basis.
7. Performs limited food preparation, such as heating prepared food and making tea, coffee, toast, salads, and sandwiches.
8. Participates in Quality Improvement Activities and participates in other activities as appropriate and as time permits.
9. Provides direction and guidance to volunteers and input to the Coordinator on the performance of volunteers.

10. Orders and monitors distribution of HandyDart bus tickets.
11. Keeps work areas safe and tidy and ensures the building is left as found.
12. In conjunction with other staff, plans and arranges special events such as Christmas celebrations, birthday parties, and volunteer recognition and appreciation activities.
13. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Grade 12 plus completion of a recognized Rehabilitation Assistant Program, plus one year's recent, related experience or an equivalent combination of education, training, and experience. Certificates in CPR, First Aide, and Food Safe. Valid Class 5 driver's license required, valid Class 4 (unrestricted) drivers license preferred.

Skills And Abilities

- Ability to communicate effectively, both verbally and in writing.
- Physical ability to carry out the duties of the position.
- Ability to work independently and in cooperation with others.
- Ability to operate related equipment.
- Ability to organize and prioritize.
- Ability to establish and maintain rapport with clients.
- Ability to observe and recognize changes in clients.
- Ability to instruct.
- Knowledge of, and ability to do, various arts and crafts, handicrafts, and sports activities.
- Knowledge of psychosocial rehabilitation principles.