



## UNION JOB DESCRIPTION

**JD3369**

<b>JOB TITLE:</b>	Activity Coordinator	<b>JOB DESCRIPTION NO.:</b>	C.CI.81003.001
<b>CLASSIFICATION:</b>	Activity Coordinator	<b>GRID/PAY LEVEL:</b>	C31
<b>COLLECTIVE AGREEMENT:</b>	Community Subsector	<b>HSCIS NO.:</b>	81003
<b>UNION:</b>	BCGEU	<b>JOB/CLASS CODE:</b>	81003
<b>PROGRAM/DEPARTMENT:</b>	Cowichan Lodge Adult Tertiary; Mental Health & Substance Use	<b>BENCHMARKS (If Applicable):</b>	81003
<b>REPORTING TO:</b>	Manager or designate		
<b>FACILITY/SITE:</b>	VIHA Central Island Health Services Delivery Area		

### 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 the Manager, the Activity Coordinator plans, coordinates and carries out individual and group activities in support of client-centered rehabilitation programs for persons with a serious and persistent mental illness, in a tertiary/residential community-based facility. Promotes a life style that meets the physical, social, emotional, intellectual and cultural needs and interests, and gives them a sense of dignity and self-respect of clients. Assists clients to carry out planned individual activities. Acts as a resource person for members of the multidisciplinary team in planning, implementing and evaluating client-centered rehabilitation plans.

Travel may be a requirement of this position. If applicable, transportation arrangements must meet the operational requirements of the Vancouver Island Health Authority in accordance with the service assignment and the incumbent must be able to operate a motor vehicle.

### TYPICAL DUTIES AND RESPONSIBILITIES:

1. Promotes and encourages each client to maintain an optimum level of health and well-being. Encourages feelings of self-worth and self-esteem via a positive learning environment by planning, coordinating and participating in clients' activities, which may range from group and individual in-house projects to major group outings and inter-community activities. Acts as a resource to the Mental Health Workers/Psychiatric Rehab Workers in the planning, implementing and evaluating of client-rehabilitation plans.
2. Develops, plans and coordinates individual and group activities by:
  - Developing, implementing and monitoring individualized plans to meet clients rehabilitation goals;
  - Investigating and reporting on available resources both on-site and in the community; liaising with local centers/recreation facilities to enhance, promote and/or develop existing/new programs;
  - Consulting with clients in selecting daily tasks/activities as part of rehabilitation plan;
  - Making arrangements with outside agencies, employers, to provide services, opportunities or facilities, and continuing contact to monitor client's progress and resolve problems;
  - Providing individual assessments of social skills deficiencies and planning, with other staff, life skills experiences, focusing on the use of leisure time, budgeting, recreational, community living; vocational and employment opportunity skills;

- Monitoring client's behaviour and progress, documenting, and advising appropriate members of the multidisciplinary team;
- Maintaining awareness of community resources and fostering effective working relationships with community service partners;
- Establishing positive relationships with families and encouraging family involvement in activities and feedback when appropriate.

3. Implements individual rehabilitation plans by:

- Coaching, instructing and supervising clients in a variety of activities; acting as a positive role model for clients;
- Assisting clients to carry out planned individual activities, including driving or escorting, and supervising activity when necessary;
- Assisting clients with meal planning, following established guidelines, shopping, meal preparation, cleanup, including eating meals with residents when schedules;
- Maintaining an up to date knowledge of all relevant facility policies and procedures, particularly ensuring compliance with safety procedures both on and off site, identifying and reporting risks, and responding to unusual occurrences or dangerous client behaviour, when necessary, including assessment of risk of harm to client and others; documenting and reporting in accordance with standard procedure or specific directions;
- Advising the Manager or designate of estimated costs of supplies, and operating within allocated budget, for specific activities.

4. Monitors and enhances the physical site to provide a non-restrictive environment by:

- Assuming responsibility for the security, safety, organization and cleanliness of work area;
- Providing input for improvements in the environment;
- Conveying feedback from clients and families regarding physical site at team meetings.

5. As required, attends staff meetings and in-services and takes advantage of other opportunities, which contributes to a cohesive team approach.

6. Performs other duties as required.

## **QUALIFICATIONS:**

### **Education, Training And Experience**

College diploma in a rehabilitation, therapy, recreation or related discipline, plus three years' recent related experience, including at least six months working with individuals with serious mental disorders, or an equivalent combination of education, training, and experience. Valid Class V BC Driver's License required.

### **Skills And Abilities**

- Ability to plan and deliver individual and group activities within a rehabilitation plan.
- Ability to deal effectively with individuals with serious and persistent mental disorders.
- Ability to utilize community resources effectively and develop positive working relationships with community resources, families and other service providers.
- Crisis intervention and prevention skills.
- Ability to communicate effectively and work effectively as part of a team.
- Ability to demonstrate skills and activities to clients.
- Physical ability to perform the duties of the position.
- Ability to operate related equipment.