



UNION JOB DESCRIPTION

JD433

JOB TITLE:	Program Worker & Driver	JOB DESCRIPTION NO.:	40199
CLASSIFICATION:	Activity Worker II ; Nursing Assistant I ; Transportation Attendant III	GRID/PAY LEVEL:	F 22
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	15002; 15301; 19003
UNION:	HEU	JOB/CLASS CODE:	40199
PROGRAM/DEPARTMENT:	Home & Community Care, Adult Day Programs	BENCHMARKS (If Applicable):	15002; 15301; 19003
REPORTING TO:	Manager or designate		
FACILITY/SITE:	VIHA-SI: (TPH)		

JOB SUMMARY:

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

Reporting to the Manager or designate, organizes and carries out a variety of recreational activities for groups and individual Day Program clients. Provides personal care to clients to meet their physical, social, and emotional needs; provides transportation of clients to and from the facility. Follows applicable VIH policies, procedures and standards and governing legislation and regulations.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Organizes and carries out a variety of group and individual activities such as arts and crafts, exercises, including social and intellectual activities. Reporting client concerns, problems or observations to the Program Coordinator.
2. Provides personal care to clients such as dressing, grooming, transferring, walking, toilet needs, bathing, and recording weights and blood pressures.
3. Provides or arranges for transportation of clients to and from the facility.
4. Ensures that the passenger transportation vehicle is properly maintained by conducting daily and weekly maintenance checks; reports any incidents or problems to the Program Coordinator.
5. Maintains records as required.
6. Assists with orientation of volunteers and students.
7. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Grade 12, plus completion of a recognized activity aide course plus two years' recent related experience or an equivalent combination of education, training, and experience. Valid Class 4 unrestricted motor vehicle license to operate passenger bus seating more than 10. Registered with the BC Care Aide registry.

Skills And Abilities

- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to operate related equipment.
- Ability to organize work.