

Campbell River & District Adult Care Society  
12-142 Larwood Rd  
Campbell River BC V9W 1S2  
250-923-0991

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JOB TITLE: Program Worker (CASUAL)  
BENCHMARK MATCH: Activity Worker  
CLASSIFICATION GRID: 8A  
UNION: UFCW  
SUPERVISOR: Nurse Administrator

HOURS OF WORK: 8:00am – 3:30pm **OR** 9:00am – 2:30pm as needed

JOB SUMMARY:

Schedules programs and activities to meet clients' needs as well as assists clients with activities of daily living as required.

DUTIES AND FUNCTIONS:

- Schedules common and recurring programs and activities.
- Oversees the participation of clients during activities.
- Assesses clients' abilities and promotes client participation in activities which meet their needs in recreational and social areas.
- Sets up the daily bus routes, acts as the attendant during all bus trips and supervises the boarding and departing of the clients in a safe and orderly manner.
- Assists clients with activities of daily living, such as toileting and feeding.
- Sets up furnishings and equipment for activities.
- Sets up lunch tables as needed. Assists in serving of client meals and feeding clients as needed.
- Assists Nurse Administrator with orientation, supervision and scheduling of volunteers.
- Completes and maintains related records and documentation as required by the Nurse Administrator.
- Observes and reports any changes in client's functional and cognitive behavior to the Nurse Administrator.
- Transports clients to and from Adult Care Society by operating a motor vehicle with a seating capacity of 11 to 25, which is modified to accommodate wheelchairs. (if applicable)
- Responsible to bring to the Nurse Administrator's attention when the vehicle requires servicing.
- Responsible for maintaining a proper level of First Aid Kit and other emergency equipment on board the bus.
- Performs other related duties as required.

QUALIFICATIONS:

A valid BC Driver's License - Class 4 is preferred  
Completion of the Provincial Continuing Care Certificate, or equivalent course.  
Activity Assistant Education Card or Equivalent Course  
Possess and maintain a valid CPR Certificate, Level C  
A good understanding of physically and mentally challenged adults.  
Physically able to perform the duties of the job.  
Ability to communicate effectively both verbally and written

Apply in writing detailing why you should be the successful applicant.

*Posting Closing Date: December 19, 2018*