

CLASSIFICATION GRID: 21

BENCHMARK TITLE: ACTIVITY WORKER

BENCHMARK NUMBER: 81002

JOB FAMILY: CLIENT SERVICES

SCOPE AND LEVEL DEFINITION

Implements established activities to meet clients' activation, life skills, recreational, and social needs, and assists clients with activities of daily living as required. May provide direction to Activity Assistants.

TYPICAL FUNCTIONS AND RESPONSIBILITIES

1. Implements and participates in activation, life skills, recreational, and/or social activities designed to meet the needs of clients, providing demonstrations as required. Adapts and modifies established activities to meet the special needs of clients.
2. Participates in the development of activities 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, inquiries, 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 Activity Assistants and volunteers as required.
8. Sets up furnishings and equipment for activities.
9. Maintains an inventory of equipment, tools, and materials related to activities.
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. Performs other related duties as assigned.

Implementation Date: May 2, 2003**81002****Revision Date: *April 1, 2016****1-3****(*grid level change per wage comparability adjustments)****Grid level updated: April 1, 2019 (per CIU Com-157)**

QUALIFICATIONS

Typical Education, Training, and Experience

- Grade 12
- Completion of an Activity Assistant Program
- Class V BC Driver's License
- Certificates in CPR and First Aid
- Recent, related experience of one year
Or an equivalent combination of education, training, and experience
Or other Qualifications determined to be reasonable and relevant to the level of work

Typical 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