

JOB DESCRIPTION

Benchmark Job #071

Ministry: Social Services
Branch: Woodlands
Location: New Westminster

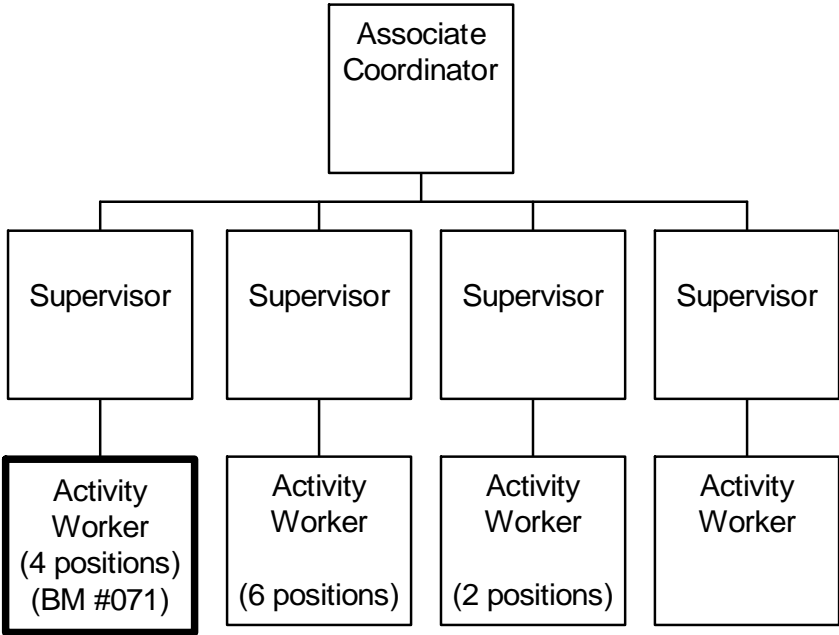
Working Title: **Activity Worker**
Level: Range 11
Classification: Activity Worker

PRIMARY FUNCTION

To plan individual and group activities for mentally handicapped residents including training residents in life and social skills and providing leisure and recreational activities.

JOB DUTIES AND TASKS

1. Trains residents in life and social skills in preparation for community living
 - a. plans and carries out one-to-one and group activities in consultation with other departments
 - b. identifies residents' needs and determines appropriate activities for them
 - c. teaches social and communication skills using behaviour modification/management techniques
 - d. trains residents in self-care activities such as dressing and feeding
 - e. restrains residents using proper restraint techniques when required
2. Provides leisure and recreational activities for residents
 - a. plans and carries out activities such as sports, cooking, games, drawing, movies and community activities such as bowling
 - b. disburses money and collects receipts for residents during special events and outings
 - c. teaches sports skills and movement skills using proper body mechanics/lifting techniques
3. Monitors and records progress of residents
 - a. monitors attendance of residents in programs
 - b. determines residents' progress and prepares daily and monthly reports
 - c. reports residents' progress at ward team meetings and to supervisor
 - d. prepares resident reports for community placement
4. Performs other related duties
 - a. performs weekly maintenance on swimming pool
 - b. secures equipment and vehicles and reports any repairs needed
 - c. reports any concerns regarding residents' well-being and health
 - d. completes requisition forms for supplies needed
 - e. validates work done by clients for payment
 - f. provides orientation to new employees



REASON FOR CLASSIFICATION

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Job Title: Activity Worker

| FACTOR NO. | REASON FOR CLASSIFICATION | DEGREE | CLASS. POINTS |
|------------|---|--------|---------------|
| 1 | <p>JOB KNOWLEDGE Know a variety of activity program functions and understand how they relate to other services for the mentally handicapped to plan and implement life skills activities for residents, in consultation with others; teach social and communication skills and plan and carry out recreational and leisure activities for residents.</p> | D | 100 |
| 2 | <p>MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to identify resident's needs and appropriate activities for them; plan and carry out one-to-one and group activities, monitor and report resident progress, teach a variety of sports, movement, self-care and social skills.</p> | C | 60 |
| 3 | <p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to encourage mentally handicapped residents to cooperate and participate in life skills program.</p> | D | 45 |
| 4 | <p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply physical restraint techniques to control mentally handicapped residents when required.</p> | D | 22.5 |
| 5 | <p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific procedures, select a course of action to complete assignments using previous instruction to provide a stimulating environment for residents; in consultation with others, plan and implement a variety of leisure and recreational activities, monitor and record resident progress in programs and report any concerns regarding residents' well-being and health.</p> | C | 50 |
| 6 | <p>RESPONSIBILITY FOR FINANCIAL RESOURCES Limited financial responsibility to disburse money and collect receipts for patients during special events and outings and validate work performed by clients for payment.</p> | B | 10 |
| 7 | <p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Some responsibility to perform light swimming pool maintenance and to secure department equipment and check for damage.</p> | B | 10 |

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|------------|---|--------|---------------|
| 8 | <p>RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal orientation to the workplace to new employees.</p> | A | 5 |
| 9 | <p>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to provide activity therapy such as life skills training and leisure and recreational activities to mentally handicapped residents in an institution.</p> | E | 40 |
| 10 | <p>SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness of others to almost always observe mentally handicapped residents requiring intervention to prevent harm during recreational activities and outings.</p> | D | 18 |
| 11 | <p>PHYSICAL EFFORT Heavy physical effort to regularly lift, push and pull heavy residents while teaching activities such as movement and self-care skills.</p> | E | 24 |
| 12 | <p>SURROUNDINGS Exposure to frequent involvement with unpredictable institutionalized residents.</p> | C | 6 |
| 13 | <p>HAZARDS Significant exposure to hazards from frequent possibility of physical violence from institutionalized patients during activity and therapy sessions.</p> | D | 9 |

Total Points: 399.5

Level: Range 11