



POSITION DESCRIPTION
ACTIVITY WORKER - LODGE
Broadmead Care Society

POSITION TITLE:	ACTIVITY WORKER - LODGE	POSITION NUMBER(S):	Various
DIVISION: (e.g., Division, Region, Department)	Resident Care Department		
UNIT: (e.g., Branch, Area, District)		LOCATION:	Victoria
APPROVED CLASSIFICATION	Activity Worker	CLASS CODE	R 11
SUPERVISOR'S TITLE:	Coordinator, Veterans Health Centre	POSITION NUMBER	Various
SUPERVISOR'S CLASSIFICATION:	Physical Therapist 3	PHONE NUMBER:	

PURPOSE OF POSITION

Reporting to the Coordinator of the Veterans Health Centre, with functional direction provided by the Director of Resident Care, the Activity Worker selects, plans, implements, and evaluates a variety of activities which assist in meeting the residents' social, recreational, intellectual, and physical needs, and directs relief workers, students, and registered volunteers assigned to the program.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

- 1. Provides suitable social, recreational, intellectual, and physical activities for approximately 75 residents with varying needs and capabilities by:**
 - assessing residents' needs in conjunction with the multi-disciplinary team and documenting relevant information;
 - determining, arranging and/or obtaining/requisitioning the necessary resources, including food items, equipment, supplies, and transportation;
 - scheduling activities in cooperation with other facility services and programs;
 - encouraging residents' participation in activities and generally promoting the activities program;
 - carrying out activities on a one-to-one, and small and large group basis, both within the facility and within the community;
 - documenting pertinent observations on residents' records;
 - documenting unusual incidents;
 - maintaining related records such as attendance records;
 - participating in the evaluation of activities.
- 2. Participates in departmental and program area meetings by:**
 - establishing and revising goals and objectives;
 - attending lodge operations meetings and working with other team members to ensure needs of residents and families are met, given the available resources;
 - working and meeting with the Coordinator of Lifestyles programs to plan and carry out large group activities, such as Veterans' Week, Festive Parties and special entertainment.
- 3. Assists in the maintenance of work areas and equipment by:**
 - arranging for the maintenance of equipment;
 - maintaining activity/work areas and vehicles in a clean and tidy condition;
 - ensuring activity and work areas and equipment are free of safety hazards;
 - reporting unsafe conditions/equipment.
- 4. Provides direction to relief workers, students, and volunteers assigned to the program by:**
 - assisting in their orientation and training;
 - acting as a resource and providing support;

- assigning work duties;
- counselling for improved performance;
- providing input into the formal evaluation of their work performance.

5. Carries out other related duties, such as:

- assisting with the personal care of residents when needed on the lodge or when required during activity oriented events such as outings, and may assist the care staff in readying residents for special events;
- assisting care staff to implement suitable activities at the lodge level.

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	0	0
Supervises staff through subordinate supervisors		

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers <input type="checkbox"/>		Provides formal training to other staff <input type="checkbox"/>	
Lead project teams <input type="checkbox"/>		Assigns, monitors and examines the work of staff <input type="checkbox"/>	

PREPARED BY

NAME:	DATE:	
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EXCLUDED MANAGER AUTHORIZATION

<p>I confirm that:</p> <ol style="list-style-type: none"> 1. the accountabilities / deliverables were assigned to this position effective: 2. the information in this position description reflects the actual work performed. 3. a copy has / will be provided to the incumbent(s). 		
NAME:	SIGNATURE:	DATE:

ORGANIZATION CHART

SELECTION CRITERIA

<p>Secondary school graduation or equivalent, supplemented by appropriate courses related to the duties to be performed or graduation from an approved college or vocational institution with an appropriate diploma; some related experience working with geriatric residents in an institutional environment or community groups or volunteer agencies OR two years as an Activity Worker 1 or equivalent; some knowledge of the therapeutic value of a particular activity; ability to stimulate residents' interests, assess results of the program and work effectively on an individual or group basis; ability to exercise tact and good judgment; ability to work effectively with Lodge staff, volunteers, residents and the general public. Possession of a valid B.C. Class 4 Driver's License required.</p>
