

Canadian Mental Health Association Shuswap / Revelstoke Branch

Job Description:

Job Title – Activity Coordinator

Areas of responsibility – Clubhouse program / 4th Ave Residence

Work area – CMHA Clubhouse program / 4th Ave Residence

Reports to – Program Manager, Executive Director

Bargaining Unit – HEU, Community Sub-sector

Classification – Grid 10

Developed – 1994, amended 2014 & 2019

Job Summary:

Assist people that live with a mental illness to achieve and maintain their fullest potential through rehabilitation programs at the Clubhouse and 4th Avenue residence as needed. Develop, implement, evaluate, and participate in activities to meet participants' life skills and social needs.

Typical Duties and Responsibilities

- Orients participants and volunteers for work in program, collaborates with participants to identify interests and training needs.
- Observes participants and their environments, and reports unsafe conditions and any changes. Promotes participant involvement in activities and provides feedback regarding the performance and progress.
- Conducts and records monthly participant reviews and support sessions to discuss goals, skills levels, and participation.
- Maintains all necessary records (statistics, progress reports, activity plans, etc.) attend meetings and performs other assigned clerical duties associated with the Clubhouse Program and 4th Avenue residence.
- Receives participant feedback, inquires, and complaints and responds as required.
- Performs other related duties as assigned.

Qualifications

- Undergraduate degree in Social Sciences, Human Services Worker Certificate, or Psycho-Social Rehabilitation Certificate
- Valid Class 5 BC Driver's License
- Certificates in CPR, First Aid, Non-Violent Crisis Intervention and Food Safe
- Knowledge of mental illness and principles of rehabilitation theory
- Knowledge of work area responsibility – building maintenance, janitorial, computers, and wood products
- Combination of education and experience determined to be reasonable and relevant to the level of work

Typical Skills and Abilities

- Physical ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Must be able to establish and maintain a positive rapport with participants and team members
- Ability to operate related equipment
- Ability to communicate effectively, both verbally and in writing
- Ability to organize and prioritize
- Ability to observe and recognize changes in participants
- Ability to facilitate, instruct, and empower others
- Ability to analyze and resolve problems
- Conflict resolution and crisis intervention skills
- Positive advocacy skills
- Must be agreeable to a flexible work schedule
- Must be proficient in computer technology
- May have to use personal vehicle
- Must be self-directed to plan work activities and set goals for the program
- Evidence of appropriate grooming and manner of conduct
- Good physical and mental health