



Provincial Job Description

TITLE:
(210) Client Vocational Program Assistant

PAY BAND:
12

FOR FACILITY USE:

SUMMARY OF DUTIES:

Assist with rehabilitative program planning and implementation of projects/programs to meet the individual needs of referred special needs clients/residents.

QUALIFICATIONS:

- ◆ Grade 12

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Communication skills
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Leadership skills
- ◆ Knowledge of related tools and equipment
- ◆ Ability to work independently
- ◆ Ability to work with special needs clients/residents
- ◆ Valid driver's license

EXPERIENCE:

- ◆ **Previous:** Twelve (12) months previous experience working with a variety of tools and equipment.

KEY ACTIVITIES:

A. Security / Observation

- ◆ Interviews clients/residents seeking work in a project/program.
- ◆ Assigns each individual client/resident with a daily task best suited for their ability.
- ◆ Provides constant observation and monitoring of each individual which is required for community contact, equipment operation and interaction skills.
- ◆ Ensures that clients/residents work in a cooperative/safe manner and intervenes when necessary.
- ◆ Records and reports any usual and/or unusual activity according to proper protocol.
- ◆ Ensures all clients/residents are accounted for at all times.

B. Administration

- ◆ Oversees product preparation/delivery from programs/projects for sale to the community.
- ◆ Records and reports activities (e.g., work sheets, statistics).
- ◆ Collects money for products/services and forwards, following proper protocol.
- ◆ Receives written and phone orders for the service requested to ensure proper billing.
- ◆ Interviews prospective customers/employers.

C. Project / Program Activities

- ◆ Plans, coordinates and evaluates vocational projects/programs.
- ◆ Teaches appropriate skills to clients/residents, enabling them to participate in various programs/projects (e.g., use of tools and equipment).
- ◆ Ensures clients/residents adhere to all Occupational Health and Safety protocols (e.g., steel toe footwear, safety glasses, work gloves).
- ◆ Ensures the work area and equipment meets Occupational Health and Safety regulations.
- ◆ Monitors and observes clients/residents while performing greenhouse activities (e.g., plants/transplants, pesticide and rodent control).
- ◆ Monitors and observes clients/residents performing customer-ordered services (e.g., snow removal, lawn/yard care, roofing, seasonal car wash/cleaning).
- ◆ Monitors and observes clients/residents performing various other vocational programs/projects (e.g., golf course/greens keeping, wood chopping).
- ◆ Ensures all confidential information is properly shredded and recycled.
- ◆ Ensures safety of participating clients

D. Related Key Work Activities

- ◆ **Orders, receives and oversees the loading and unloading of supplies/equipment.**
- ◆ **Moves/stores tables, chairs, lawn benches, and/or office equipment.**
- ◆ **Maintains all program/project equipment.**
- ◆ **Sets up outdoor decorations for holidays.**
- ◆ **Delivers flowers and plants for decorating areas of facility.**
- ◆ **Sets up for family and facility social functions.**
- ◆ **Provides functional guidance to high needs clients participating in various programs.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: September 12, 2018