

CMHA VANCOUVER-FRASER BRANCH

<u>JOB TITLE</u>	Recreation Services Coordinator (child and youth)– Urban Resiliency Opportunities for Kids, UROK, program
<u>UNION</u>	HEU Collective Bargaining Unit
<u>CLASSIFICATION</u>	Community Subsector Association. Wage Grid 10 \$21.35 to \$23.46/hr
<u>HOURS OF WORK</u>	CASUAL, must be available weekends and evenings.
<u>LOCATION</u>	Vancouver, BC
<u>REPORTS TO</u>	Team Leader – UROK (child and youth)
<u>APPLY TO</u>	Arietha Jack, Team Leader arietha.jack@cmha.bc.ca
<u>START DATE</u>	As soon as possible
<u>APPLICATION DEADLINE</u>	Posted until filled
<u>CLASS 4 BCDL REQUIRED</u>	
<u>COVID–19 REQUIREMENTS</u>	Proof of full Covid-19 vaccination must be provided

MISSION STATEMENT

As the nation-wide leader and champion for mental health, CMHA facilitates access to the resources people require to maintain and improve mental health and community integration, build resilience and support recovery from mental illness.

POSITION SUMMARY

The Recreation Services Coordinator for UROK Groups (child and youth) will implement and oversee the day to day operations of the UROK Groups by taking the required action to meet pre-established goals and objectives. The position

requires the operation of a vehicle with a seating capacity of 11-25 (including driver), including motor vehicles modified to accommodate wheelchairs, for the purpose of transporting passengers to and from events such as programs, appointments, and outings. Performs routine inspection and maintenance duties on vehicles and related equipment.

DUTIES AND RESPONSIBILITIES

- ♦ Develops, implements, evaluates, and participates in activation, life skills, recreation, and/or social activities designed to meet the needs of the clients, providing demonstrations as required. Adapts and modifies activities.
- ♦ Implement the following programs: UROK weekend groups and UROK Pandemonium (youth) group to meet pre-established goals and objectives, including determining methods of operating the program.
- ♦ Oversee program volunteers by performing duties such as orientating, training, scheduling, monitoring and providing feedback and support.
- ♦ Supervises children participating in activities, and ensures a safe environment, including instruction and modeling of appropriate behavior.
- ♦ Observes the clients and their environments, and reports unsafe conditions and behavioral, physical and/or cognitive changes. Promotes client participation in activities, and provides feedback regarding the performance and progress of clients.
- ♦ Acts as a role model for children.
- ♦ Performs public relations and promotion activities such as preparing public relations material and advertisements, liaising with community groups, and arranging media coverage of events.
- ♦ Meets with other service providers to assess activity and/or client objectives and goals and liaises with caregivers and families to promote client participation.
- ♦ Maintains close communication with referring agencies.
- ♦ Completes and maintains related records and documentation such as statistics, progress reports, activity plans and client activity profiles.
- ♦ Provides input regarding policies, procedures, goals, and evaluation of the program.
- ♦ Assists in the preparation of the program budget, monitors expenditures, and assists with required financial documentation.
- ♦ Conducts pre-trip safety inspection of program vehicle, ensuring it is safe for the outing
- ♦ Transports passengers to various locations by operating a motor vehicle with a seating capacity of 11-25 (including driver), including vehicles modified to accommodate wheelchairs.
- ♦ Assists passengers to get in and out of vehicle. Ensures passenger and equipment are safely harnessed during operation.
- ♦ Assists passengers during transportation by performing duties such as providing information, ensuring compliance with regulations, and managing

problems and emergencies that may arise, in accordance with established guidelines.

- ◆ Performs routine inspection and maintenance duties on vehicle and equipment such as securing load, cleaning the interior and exterior of the vehicle, checking belts, lights and tires and checking fluid levels. Recommends vehicle and equipment repairs as required.
- ◆ Provides crisis intervention, and documents accordingly.
- ◆ Performs other related duties as assigned.

GENERAL

- ◆ Attends meetings as required.
- ◆ Submits regular activity reports, timesheets, expense forms, etc. as required.
- ◆ Reinforces and models work-related behavior and interpersonal skills.
- ◆ Represents the agency in a professional manner.
- ◆ Complete First/Aid, Non-Violent Crisis Intervention Training, Suicide Awareness Training, Foodsafe and/or any other training as deemed appropriate by the employer;
- ◆ Other related duties as appropriate and required.

POSITION QUALIFICATIONS

- ◆ Diploma in Child and Youth Work or Therapeutic Recreation
- ◆ Recent, related experience of 2 years, or an equivalent combination of education, training, and experience, or other qualifications determined to be reasonable and relevant to the level of work.
- ◆ First Aid/CPR Certification
- ◆ Class IV BCDL unrestricted.
- ◆ Proof of full covid-19 vaccination to be provided

TYPICAL SKILLS AND ABILITIES

- ◆ Ability to communicate effectively, both verbally and in writing
- ◆ Experience working with children and youth
- ◆ 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 plan, organize and prioritize
- ◆ Ability to establish and maintain rapport with clients
- ◆ Ability to observe and recognize changes in clients
- ◆ Knowledge of, and ability to do, various arts and crafts handicrafts, and sport activities.
- ◆ Knowledge of psychosocial rehabilitation practices.
- ◆ Ability to develop, organize, coordinate, deliver, and evaluate individual and group activities.

- ♦ Ability to supervise
- ♦ Ability to instruct
- ♦ Ability to analyze and resolve problems
- ♦ Knowledge of mental health/illness issues.
- ♦ Knowledge of Childhood development

CMHA, Vancouver-Fraser Branch is committed to our workforce reflecting the diversity of the communities within which we work. As such, we encourage applications from persons with disabilities, members of visible minorities, First Nations, Inuit and Metis people, people of all sexual orientations and genders and others who may contribute to the diversity of our staff.