

# JOB DESCRIPTION

Benchmark Job #071

Ministry: Social Services  
Branch: Woodlands  
Location: New Westminster

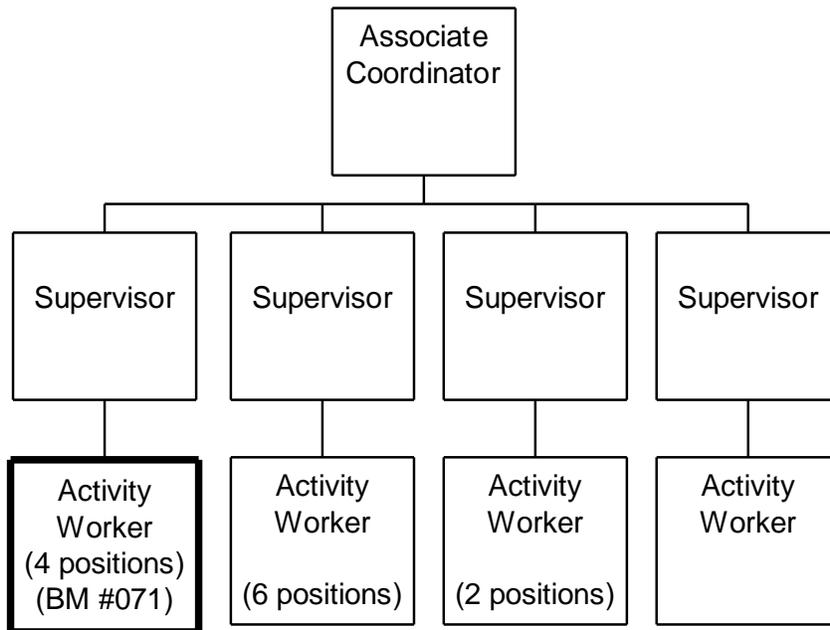
Working Title: **Activity Worker**  
Level: Range 12  
Classification: Activity Worker

## 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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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b>            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><b>MENTAL DEMANDS</b>            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><b>INTERPERSONAL COMMUNICATION SKILLS</b>            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><b>PHYSICAL COORDINATION AND DEXTERITY</b>            Significant coordination and dexterity required to apply physical restraint techniques to control mentally handicapped residents when required.</p>	D	22.5
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b>            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><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b>            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><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b>            Some responsibility to perform light swimming pool maintenance and to secure department equipment and check for damage.</p>	B	10

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<p><b>RESPONSIBILITY FOR HUMAN RESOURCES</b>                      Limited responsibility for human resources to provide informal orientation to the workplace to new employees.</p>	A	5
9	<p><b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b>                      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><b>SENSORY EFFORT/MULTIPLE DEMANDS</b>                      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><b>PHYSICAL EFFORT</b>                      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><b>SURROUNDINGS</b>                      Exposure to frequent involvement with unpredictable institutionalized residents.</p>	C	6
13	<p><b>HAZARDS</b>                      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 12**