

**Heartland Forest Nature Experience
Job Description**

Adult Day Program Short Term Contract

Reports To: Adult Day Program Coordinator – Ali Plato
Hours: 20 to 30 hour work week (Tuesday to Friday)
Start Date: June 2019 **End Date:** August 31, 2019 – September 30, 2019
Rate: \$17/ hour

Summary:

The Adult Day Program Summer contract requires hands on support for participants of the Club F.I.N. Adult Day Program by helping or guiding participants with various aspects of the program throughout their day. In addition to assisting participants of the program, this position will require assisting the program supervisor's in the delivery and maintenance of the program.

Responsibilities:

All essential job responsibilities will be executed in accordance with Heartland Forest's policies.

- Communicate effectively with the Program Coordinator to initiate daily programs and activities.
- Aid program participants complete the assigned tasks or activities of the day through encouragement and examples.
- Assist program staff in the setup of games, equipment or tools for programming or activities.
- Assist program staff and participants with the daily clean up of rooms and activities.
- All duties must be performed with the highest level of integrity and support principles of person centeredness.

Competencies:

- Must be a caring and supportive individual who understands the philosophy and attitudes required to maintain and/or enhance an individual's functioning and independence.
- Must be able to work independently and cooperatively with the participants, volunteers, professional and non-professional staff and the public.
- Excellent interpersonal skills including good verbal and written aptitude required to communicate effectively with participants, families, staff and community agencies.
- Ability to plan and organize and work effectively within a team environment

Education and/or Experience:

- Post-Secondary education in the area of disability or related field and/or equivalent combination of training and experience.
- First Aid and CPR
- Clear vulnerable sector screening, Valid Ontario G License and access to a vehicle required

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Safety:

- Supports the corporate Occupational Health & Safety initiatives by incorporating safe work practices into daily work routine
- Reports any unsafe conditions or observed unsafe work practices to All Abilities Director

Work Conditions:

- Required to be outdoors, in a variety of weather conditions and able to walk distances over uneven terrain
- Some physical labor involved (lifting, etc.)

Note: This job profile indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. The incumbent may be asked to perform other duties, which may be assigned from time to time.

Incumbent's Signature

Date

Director's Signature

Date