



NOTICE:

JOB POSTING #0007

POSITION: Activity Worker

1 Full Time - Al Mitchell Place

SALARY: \$21.85 to \$23.69 per hour depending upon applicant's length of seniority (as per the Collective Agreement).

PROBATIONARY/TRIAL PERIOD: Shall be 3 months/488 hours in length with reviews will be held at the mid and point of the Period. Conditional on satisfactory service, the employee shall be declared permanent. If found unsatisfactory, the appointee will return to his/her former position.

HOURS AND DAYS OF WORK: Will work **Tuesday through Saturday**. Shift times will be **9:00 to 17:00 hrs**. Shifts are 7.25 hours in length. Days of rest shall be consecutive. Schedule may change with two weeks notice.

JOB DESCRIPTION: This position works with multiple sites which provide services to destitute and homeless adult men & women who cope with a variety of challenges such as mental illness or addictions. The Activity Worker develops, implements, evaluates and participates in activities to meet the activation, life skills, recreational and social needs of clientele, performing duties both on and off site. This position also is responsible for engaging volunteers, and coordinating special events. The position reports to the Al Mitchell Place Manager and works in accordance with the mission, philosophy and ethics of Lookout Housing and Health Society

JOB DUTIES: As posted – in brief – to develop, implement, evaluate and participate in activities, set up a calendar of events, support, encouraging and assisting clientele to participate in outings or programs. Monitors the individual's involvement both against expectations and past social history, providing crisis intervention as required and wherever possible involving the clientele in the development process. Activity Worker will maintain related records by performing duties such as liaising with representatives from other community agencies and arranging access for Lookout clientele. This position is responsible for liaising with donors and coordinating the pickup and distribution of donations including food, clothing and household items.

QUALIFICATIONS: Related Diploma or minimum Grade 12 plus two years recent related experience or an equivalent combination of education, training and experience. **Must have current OFA 1 First Aid Certificate**, Crisis Intervention Skills training an asset. Demonstrated knowledge/familiarity with related resources such as Mental Health System, Welfare System, and Addiction Support organizations. Demonstrated suitability to work with disadvantaged and challenging adults in a diverse environment. Demonstrated ability to work independently. Demonstrated ability to communicate effectively both verbally and in writing. Demonstrated physical/mental ability to perform the duties of the job. Demonstrated ability to deal with others effectively. Demonstrated ability to operate related equipment. Demonstrated ability to provide work direction and to understand and maintain clientele/worker boundaries. Demonstrated initiative and creativity in developing and planning programs and activities. A minimum of two years sobriety is required. The job functions require a reasonably high degree of confidentiality and concentrated mental and written attention. Use of an automobile may at times be useful. **Must have valid class 4 drivers' license and Driver's Abstract.**

CLOSING DATE: Applications will be accepted until **17:00 hours, January 18, 2018**

TO APPLY: Refer to <http://lookoutsociety.ca/careers/>

Submit Application form and submit resume. Quote Job Posting #.

Email to: info@lookoutsociety.ca

"All employees, including laid off and displaced employees, are entitled to apply on the vacancy and be considered pursuant to the provisions of Article 12.9 (Selection Criteria)." **Internal applicants must notify manager of intent to apply.** External applicants will be reviewed after Internal.

ALL QUALIFIED APPLICANTS WELCOME TO APPLY. THOSE SHORT-LISTED WILL BE CONTACTED