

Independent Living Housing Society Of Greater Victoria

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JOB DESCRIPTION DAY PLANNER (DP)

JOB SUMMARY

Under the direction of the Supervisor, the Day Planner is responsible for planning and implementing an in-house and community activity access program that fulfills and enriches the social, intellectual, cultural, spiritual, physical, educational and emotional needs of the clients.

JOB DUTIES AND RESPONSIBILITIES

Successful fulfillment of the job duties and responsibilities is dependent upon the acquisition of complete working knowledge of clients and their respective abilities, preferences, needs and interests. In conjunction with the clients, Residential Care Workers and Supervisor, the Day Planner is responsible for the following:

1. Scheduling regular activities and events, including group and individualized activities.
2. Providing the opportunity for one-on-one activities for individual clients.
3. Encouraging clients and Residential Care Workers to initiate spontaneous activities.
4. Researching community resources to provide clients with the opportunity to explore and participate in new activities.
5. Maintaining an up-to-date community accessibility resource file and information on current and forthcoming activities and events.
6. Providing typed month-end reports and written documentation of the on-going activity plan and daily client activities.
7. Providing requests to the Supervisor to purchase supplies, equipment and materials as needed for the day program.
8. Ensuring all clients' professional and household related appointments are scheduled and attended as required.
9. Adhering to all Residential Care Worker job duties and responsibilities (per Job Description for Residential Care Worker) as directed by a Supervisor.

JOB QUALIFICATIONS AND EMPLOYMENT CRITERIA

- One-year minimum related education, training, or experience with individuals with cognitive and/or physical challenges in a community residential setting, or an equivalent combination of education, training and experience.
- Valid CPR and First Aid Certificate approved by Licensing.
- Valid Class 4 Drivers License.
- Previous experience creating and implementing a community-based activity program.
- Current computer knowledge/experience.
- Access to a vehicle with business level insurance during working hours.

PERSONAL ATTRIBUTES, SKILLS AND ABILITIES

- Ability to communicate effectively both verbally and in writing.
- Professional approach when dealing with stakeholders.
- Ability to interact effectively with clients.
- Ability to work effectively with others.
- Ability to work independently.
- Ability to operate related equipment including vans.
- Ability to use good judgment.
- Physical ability to carry out the duties of the position.
- Demonstrated organizational and time management skills.