

**Communitas - Staff Position Description**  
**SUPPORT STAFF**

**TITLE:** Activity Worker – Topaz Place  
**REPORTS TO:** Manager of Care

**POSITION SUMMARY**

The primary responsibility of the Activity Worker is to use a person-centered approach to meet the physical, intellectual, emotional, and spiritual needs of persons served. The Activity Worker will organize and implement tailored programs and events, track and record finances, ensure timely payment of bills, collect funds, and maintain accurate financial records, including program withdrawals and deposits.

**SPECIFIC DUTIES**

- Facilitate daily physical activity/exercise for persons served
- Transport persons served into community for appointments/events
- Develop and maintain goals, objectives notes for the program and for each person served based on established needs
- Coordinate and plan special events such as Christmas, Easter, Valentine's day etc., as well as other events
- Involved in individual recovery process on an ongoing basis
- Responsible for grocery shopping and support where needed
- Complete monthly inspection of program vehicle. Reconcile monthly gas card receipts with the bill
- Acts as an advocate for the persons served by liaising with stakeholders and Manager of Care
- Liaise with families, community and other stakeholders
- Ensure necessary materials are available and purchased as required
- Provide written reports as necessary
- Ensure that safety practices are adhered to
- Provide education to the persons served, as required
- Attend work related in-services as required by Communitas
- Responsible to accurately record and track all of the finances of the persons served
- Responsible to keep accurate accounts/receipts of all transactions, both of the house and of the persons served. Responsible for all house deposits and all withdrawals
- Responsible to reconcile ledgers with the binders of the persons served
- Participate in all staff meetings
- Familiar with and able to implement Psychosocial Rehabilitation principles fostering a belief in the recovery process
- Other duties as required

**REQUIREMENTS**

- Education/training in Therapeutic Recreation or related field and/or proven experience in related field
- A philosophy of service that is in line with Communitas Vision, Mission and Values
- Familiar with and able to implement 'Spirit of Gentleness' principles
- Familiar with and able to implement Psychosocial Rehabilitation principles, fostering a belief in the recovery process
- Sincere interest in supporting people who are aging
- Able to communicate effectively, both verbally and in writing
- Excellent interpersonal and organizational skills
- Able to work as a member of a team, as well as being able to work independently without supervision. Able to take initiative with creativity
- Basic computer knowledge is essential
- Able to handle the physical tasks and emotional demands required for this position.
- Able to be flexible with working hours based on the needs of the program is required
- Able to keep accurate accounts/receipts of all finances
- Valid Food Safe Level 1 certificate and Emergency First Aid Certificate with CPR (must maintain valid certification)
- Possession of a class 5 BC driver's license (must maintain valid certification)