



Canadian Mental
Health Association
Vancouver-Fraser
Mental health for all

Association canadienne
pour la santé mentale
Vancouver-Fraser
La santé mentale pour tous

CMHA VANCOUVER-FRASER

Position Posting

Job Title:	Recreation Services Coordinator – UROK Program (Urban Resiliency Opportunities for Kids)
Union:	Hospital Employees’ Union (HEU)
Classification:	Activity Coordinator 81003/Supported Employment Worker 81802: Pay Grid 31, Community Subsector (\$28.54 to \$30.96 per hour)
Reports To:	Team Lead, UROK (Child & Youth)
FTE:	Casual (As and When Required), Permanent
Hours of Work:	Must Be Available Evenings and Weekends
Location of Work:	Vancouver, British Columbia
Start Date:	ASAP
Apply To:	Arietha Jack, Team Lead - UROK arietha.jack@cmha.bc.ca

MISSION STATEMENT

As the nation-wide leader and champion for mental health, CMHA facilitates access to the resources people require to maintain and improve mental health and community integration, build resilience, and support recovery from mental illness.

POSITION SUMMARY

The Recreation Services Coordinator for UROK Groups (child and youth) will implement and oversee the day to day operations of the UROK Groups by taking the required action to meet pre-established goals and objectives. The position requires the operation of a vehicle with a seating capacity of 11-25 (including driver), including motor vehicles modified to accommodate wheelchairs, for the purpose of transporting passengers to and from events such as programs, appointments, and outings. Performs routine inspection and maintenance duties on vehicles and related equipment.

Vancouver Office 110 - 2425 Quebec Street, Vancouver, BC V5T 4L6
New West Office 233 – 610 Sixth Street, New Westminster, BC V3L 3C2
Delta Office 4871 Delta Street, Delta, BC V4K 2T9
Website vf.cmha.bc.ca

Tel: 604-872-4902 Fax: 604-872-5934
 Tel: 604-516-8080 Fax: 604-872-5934
 Tel: 604-943-1878





DUTIES AND RESPONSIBILITIES

- Develops, implements, evaluates, and participates in activation, life skills, recreation, and/or social activities designed to meet the needs of the clients, providing demonstrations as required. Adapts and modifies activities;
- Implement the following programs: UROK weekend groups and UROK Pandemonium (youth) group to meet pre-established goals and objectives, including determining methods of operating the program;
- Oversee program volunteers by performing duties such as orientating, training, scheduling, monitoring and providing feedback and support;
- Supervises children participating in activities, and ensures a safe environment, including instruction and modeling of appropriate behavior;
- Observes the clients and their environments, and reports unsafe conditions and behavioral, physical and/or cognitive changes;
- Promotes client participation in activities, and provides feedback regarding the performance and progress of clients;
- Acts as a role model for children;
- Performs public relations and promotion activities such as preparing public relations material and advertisements, liaising with community groups, and arranging media coverage of events;
- Meets with other service providers to assess activity and/or client objectives and goals and liaises with caregivers and families to promote client participation;
- Maintains close communication with referring agencies;
- Completes and maintains related records and documentation such as statistics, progress reports, activity plans and client activity profiles;
- Provides input regarding policies, procedures, goals, and evaluation of the program;
- Assists in the preparation of the program budget, monitors expenditures, and assists with required financial documentation;
- Conducts pre-trip safety inspection of program vehicle, ensuring it is safe for the outing;
- Transports passengers to various locations by operating a motor vehicle with a seating capacity of 11-25 (including driver), including vehicles modified to accommodate wheelchairs;
- Assists passengers to get in and out of vehicle. Ensures passenger and equipment are safely harnessed during operation;
- Assists passengers during transportation by performing duties such as providing information, ensuring compliance with regulations, and managing problems and emergencies that may arise, in accordance with established guidelines;
- Performs routine inspection and maintenance duties on vehicle and equipment such as securing load, cleaning the interior and exterior of the vehicle, checking belts, lights and tires and checking fluid levels. Recommends vehicle and equipment repairs as required;
- Provides crisis intervention, and documents accordingly; and
- Performs other related duties as assigned.



GENERAL

- Attends meetings as required;
- Submits regular activity reports, timesheets, expense forms, etc. as required;
- Reinforces and models work-related behavior and interpersonal skills;
- Represents the agency in a professional manner;
- Complete First/Aid, Non-Violent Crisis Intervention Training, Suicide Awareness Training, FOODSAFE and/or any other training as deemed appropriate by the employer; and
- Other related duties as appropriate and required.

POSITION REQUIREMENTS

- Diploma in Child and Youth Work or Therapeutic Recreation;
- Recent, related experience of 2 years, or an equivalent combination of education, training, and experience, or other qualifications determined to be reasonable and relevant to the level of work;
- First Aid/CPR Certification;
- Class IV BCDL unrestricted; and
- Proof of full Covid-19 vaccination.

Additional Required Skills and Abilities:

- Ability to communicate effectively, both verbally and in writing;
- Experience working with children and youth;
- Physical ability to carry out the duties of the position;
- Ability to work independently and in cooperation with others;
- Ability to operate related equipment;
- Ability to plan, organize and prioritize;
- Ability to establish and maintain rapport with clients;
- Ability to observe and recognize changes in clients;
- Knowledge of, and ability to do, various arts and crafts handicrafts, and sport activities;
- Knowledge of psychosocial rehabilitation practices;
- Ability to develop, organize, coordinate, deliver, and evaluate individual and group activities;
- Ability to supervise;
- Ability to instruct;
- Ability to analyze and resolve problems;
- Knowledge of mental health/illness issues; and
- Knowledge of Childhood development



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WORKING AT CMHA-VF

CMHA-VF is committed to employment equity and prioritizes the hiring of individuals from underrepresented groups including trans and gender diverse persons, Indigenous/Two-Spirit people, people of color and people with disabilities.

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