

SAMPLE POSITION DESCRIPTIONS

POSITION TITLE: Adult Day Program Assistant

CLIENT GROUP: Frail seniors and people with cognitive impairments

LOCATION: Adult Day Centre, supervised setting.

PURPOSE OF POSITION: To assist staff with providing program activities and creating a social, safe, stimulating environment.

RISK LEVEL:

TIME COMMITMENT: one –half day a week, mornings or afternoons for a minimum period of four months.

DUTIES/ RESPONSIBILITIES:

- Assist in planning and implementing social and recreation activities such as games, cards, indoor gardening
- Participate in social and recreational activities with client
- Support clients to participate in the activities or provide on-on-one attention if needed.
- Assist clients with mobility challenges

SKILLS/ QUALIFICATIONS:

- Caring, friendly and patient attitude.
- Well-developed interpersonal and communication skills
- Willingness and ability to take direction from staff
- Sensitivity to the needs and challenges of the client population
- Physical ability to assist someone from a sitting to standing position, assist people with mobility aids, lift light equipment

BOUNDARIES /LIMITATIONS:

ORIENTATION/ TRAINING:

SUPERVISION and EVALUATION:

BENEFITS: An opportunity to meet new people and have fun. Helping people to maintain their health and independent living. Lunch and snacks provided.

What screening tools would need to be in place?

SAMPLE POSITION DESCRIPTIONS

POSITION TITLE: Office Assistant

CLIENT GROUP: Agency staff and clients

LOCATION: Agency office

PURPOSE OF POSITION: To carry out general office and reception work that contributes to quality service.

RISK LEVEL:

TIME COMMITMENT: one –half day a week, Monday to Friday, either 9 am – noon or 1 – 4 pm for a minimum period of six months.

DUTIES/ RESPONSIBILITIES:

- Answering telephone and calling members and volunteers to maintain contact or to do scheduling
- Updating client records and other record-keeping /data entry activities
- Filing, photocopying and faxing
- Greeting office visitors and portraying a friendly, welcoming environment
- Promoting the organization in a positive manner

SKILLS/ QUALIFICATIONS:

- Pleasant and professional manner in person and on the phone
- Strong interpersonal and organizational skills
- Working knowledge of English – both written and spoken
- Able to learn data entry skills and basis computer literacy
- Comfort with and knowledge of office machinery
- Respect, patience and understanding of clients.

BOUNDARIES/ LIMITATIONS:

ORIENTATION/ TRAINING:

SUPERVISION and EVALUATION:

BENEFITS: Contribute to the efficient functioning of an organization that promotes healthy and independent living. Use or sharpen your office and interpersonal skills. Work in a friendly environment with others who want to make a difference.

What screening tools would need to be in place?

SAMPLE POSITION DESCRIPTIONS

POSITION TITLE: Friendly Visitor

CLIENT GROUP: Frail and isolated seniors

LOCATION: Off site; at client's home

PURPOSE OF POSITION: To provide companionship, reduce loneliness and isolation.

RISK LEVEL:

TIME COMMITMENT: A minimum 2 hour weekly visit at a mutually agreed upon time for a minimum period of one year.

DUTIES/ RESPONSIBILITIES:

- Visit on a regular basis
- Engage in friendly conversation and leisure activities that both parties enjoy for example playing cards or sharing a hobby.
- Care for the safety of the clients at all times
- Complete and submit a monthly time/activity report.

SKILLS/ QUALIFICATIONS:

- Communication and active listening skills, empathy, patience, tact
- Enjoys being with seniors, is respectful and positive.
- Responsible and reliable, consistent, able to work with minimum supervision
- Creative about mutually enjoyable activities and leisure pursuit
- Has integrity and judgement is open and supportive, cooperative
- Has knowledge about and sensitivity to ageing issues and challenges. assist someone from a sitting to standing position, assist people with mobility aids, lift light equipment

BOUNDARIES/ LIMITATIONS:

ORIENTATION/ TRAINING:

SUPERVISION and EVALUATION:

BENEFITS: An opportunity to improve someone's quality of life while enjoying the company of someone who can share life experience. Can be a flexible, fun break in your routine. No out-of-pocket expenses covered by the agency.

What screening tools would need to be in place?

SAMPLE POSITION DESCRIPTIONS

POSITION TITLE: Community Soccer Coach

CLIENT GROUP: 8 – 10 year old boys and girls

LOCATION: Community Soccer Field

PURPOSE OF POSITION: To supervise and coach a community soccer team.

RISK LEVEL:

TIME COMMITMENT: Two 1.5 hour practices per week and One – 1 hour game per week. April – July

DUTIES/ RESPONSIBILITIES:

- Plan and implement soccer practices
- Coaching and supervision of soccer players, including provide feedback, drills and exercises to increase proficiency on the soccer field
- Mentor and supervise assistant coaches
- Attend all soccer practices and games

SKILLS/ QUALIFICATIONS:

- Level one coaching certificate
- Experience teaching or coaching children
- Caring, friendly and patient attitude.

BOUNDARIES/LIMITATIONS:

ORIENTATION/TRAINING:

SUPERVISION and EVALUATION:

BENEFITS: An opportunity to enhance your coaching skills in a community environment. Satisfaction of working with children in a sport team setting.

What screening tools would need to be in place?