



JOB DESCRIPTION

JOB TITLE: Wellness Program Worker (Excluded, Non-Union)

JOB SUMMARY: The Clubhouse provides established psychosocial rehabilitation programming that assist persons with psychiatric disabilities optimize their personal, social, educational and vocational competency in order to live successfully in their community.

The Wellness Program Worker collaborates with the Psychosocial Rehabilitation team to develop, plan, implement and evaluate programs and activities that support individual growth and independence through a client directed approach.

REPORTS TO: Manager of Community and Vocational Integration

REQUIRED EDUCATION, TRAINING AND EXPERIENCE: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Successful completion of a diploma program such as Community Mental Health Worker or Human Service Worker, plus 1 year recent, related experience, or an equivalent combination of education, training and experience;
- CPR/First Aid- Standard First Aid certification;
- Mental Health First Aid certificate;
- Food Safe certificate;
- Criminal Record Check.

KNOWLEDGE, SKILLS AND ABILITIES INCLUDE:

- Effective team player who is honest, open-minded, and non-intrusive;
- Must have training in working with those who have mental health issues, addictions and substance use with the ability to develop strategies to deal with these challenges;
- Excellent interpersonal and communication skills;
- Good documentation skills;
- Computer skills necessary;
- Ability to effectively analyze situations quickly and apply sound judgment;
- Ability to work and build rapport with others;
- Knowledge of and ability to effectively navigate community resources;
- Ability to be non-judgmental and open within clear interpersonal boundaries;
- A strong sense of respect for confidentiality and privacy;
- Ensure the safekeeping of agency records.

RESPONSIBILITIES & KEY DUTIES:

- Implements established activities that focus on recovery, establishment or re-establishment of roles in the community, development of a personal support network and optimal quality of life. Activities are designed to meet the needs of the individual with emphasis on promoting choice, inclusion, growth and development.
- Provide and contribute to a safe, secure and welcoming program environment.

- Observes clients and their environments, and reports unsafe conditions and behavioural, physical, and/or cognitive changes to supervisor. Promotes client participation in activities, and provides feedback regarding the performance and progress of clients.
- Provides support to those clients participating in the supportive housing program to encourage The Clubhouse participation. Creates opportunities for client engagement.
- Refers clients to other programs/services and provides information regarding available resources.
- Participates in the development of activities by providing input to the Program Coordinator.
- Completes and maintains related records and documentation such as statistics, progress reports, activity participation reports, observation reports, client activity profiles and evaluations.
- Receives client feedback, inquiries, and complaints and responds as required.
- Responsible for maintaining the order and cleanliness of all activity supplies, equipment and areas, such as the kitchen, computer lab, coffee bar, apparel shop, eating area, laundry area, and perimeter of the building are maintained daily. Performs housekeeping duties such as sweeping and mopping floors, vacuuming, and laundry.
- Sets up furnishing and equipment for activities. Maintains an inventory of equipment, tools, and materials related to activities.
- Attends and provides input into staff meetings. Participates in all training, workshops and educational sessions provided for this position.
- Adhering to and administering all safety procedures.
- Performs other related duties as assigned.

WORK ENVIRONMENT, ATTENDANCE, TRAVEL and PHYSICAL DEMAND *The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- This position requires speaking to clients about resources, resolving and deescalating issues that may arise at program, contributing to a clean program and work space, working with people with disabilities, mental health and substance use disorder, walking, sitting, reaching with hands and arms. Some aspect of work involves computer usage, sitting for long or short periods of time, and general administrative duties.
- Work is done primarily in program space.
- Other duties as assigned by Executive Director or designate.

By signing below, I agree that I have read and understand the terms of: Wellness Program Worker.

Employee name

Date

Employee signature



**Canadian Mental
Health Association**
Kamloops

Canadian Mental Health Association,
Kamloops Branch
857 Seymour Street
Kamloops, BC V2C 2H6
Telephone: (250) 374-0440
Fax: (250) 374-8718
www.kamloops.cmha.bc.ca
kamloops@cmha.bc.ca

October 14, 2022

JOB POSTING – THE CLUBHOUSE
Wellness Program Worker

Duration of Position: Subject to ongoing funding

Hours of Work: Monday to Thursday 8:30am to 3:00pm
Friday 8:30am – 2:30pm

Qualifications: Diploma in Human/Social Service, 1 year recent related experience or a combination of education, training and experience;
Standard First Aid/CPR certification;
Food Safe certification;
Mental Health First Aid certification;
Psychosocial Rehabilitation program delivery experience preferred.

Location of Work: The Clubhouse: 857 Seymour Street, Kamloops BC.

Probation: 488 hours.

Salary: \$25.00 per hour.

Benefits: 100% employer paid extended medical and dental benefits will be available through CMHA's extended medical service provider, Pacific Blue Cross. Details of the benefits package will be available to you through our Human Resources department upon the successful completion of probation.

Paid sick time will accrue at a rate of 6.9% of straight time worked to a maximum of 1170 hours upon completion of probation.

Vacation: Vacation will be accrued at a rate of 6%.



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The Clubhouse program provides a safe, stable environment where individuals who live with mental illness and/or substance related disorders can acquire skills to increase their self-esteem and level of independence. This program serves individuals over the age of 18 and adheres to the psychosocial rehabilitation philosophy.

The Wellness Program Worker collaborates with the Psychosocial Rehabilitation team to develop, plan, implement and evaluate programs and activities that support individual growth and capacity through a client directed approach. The Wellness Program Worker provides support to those clients participating in the supportive housing program to encourage The Clubhouse participation by creating opportunities for client engagement.

Other Knowledge, Skills and Abilities:

- Effective team player who is honest, and non-judgmental;
- Sensitivity towards individuals with mental illness and/or substance use/misuse;
- Good interpersonal, communication and critical thinking skills;
- Ability to problem solve and make ethical decisions;
- Ability to motivate program participants to learn skills;
- Ability to effectively analyse situations quickly and apply sound judgment;
- Ability to work and build rapport with others.
- Ability to reach, bend, stoop and frequently lift up to 11 kilograms.

Please indicate your interest in this position by forwarding a letter of interest and an updated resume to christa.haywoodfarmer@cmha.bc.ca and cc: hr.kamloops@cmha.bc.ca , by 4:00pm, October 24, 2022. Interviews will be conducted ongoing as applications are received. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

No phone calls please.

CMHA Kamloops is an equity employer and encourages applications from women, persons with disabilities, members of visible minorities, Indigenous Peoples, people of all sexual orientations and genders, and others whom may contribute to the further diversification of the Association. Lived experiences of mental illness and or addictions is considered an asset. To avoid a conflict of interest, people who are currently accessing CMHA Kamloops services are not eligible to apply. A criminal record check free of convictions of violence and other crimes against the vulnerable will be required.

Thank you for your interest.