



Position: Seniors Program Assistant

The Organization:

Providence Farm is a supportive community at the base of Mount Tzouhalem in the Cowichan Valley on Vancouver Island, British Columbia. Since 1979, the Vancouver Island Providence Community Association, a registered charity, has been operating creative and innovative programs at the Farm for adults in the Valley with diverse abilities, mental health concerns, brain injuries, and age-related illness. Providence Farm champions a Person Centered theoretical foundation, and practices with a Trauma Informed approach and organizational structure.

Our Mission Statement:

Trusting in Providence, and building upon the faith-centered heritage of our founding members, we are committed to serving needs and fostering talents of people in the Cowichan Valley, especially of those not easily accepted elsewhere, through our therapeutic community at Providence Farm.

Our focus shall be upon the renewal of body and spirit, and upon people caring for the soil, and the soil nurturing the people.

Purpose of Position:

Reporting to the Program Director, the purpose of this position is to supervise, develop, and implement meaningful Horticultural / Nature Based Therapeutic activities designed to compliment participants' Person-Centered Care Plans, clinical / contractual objectives, and deliverables. Seniors Program Coordinator is responsible for modeling and cultivating a community culture that supports core values identified by Providence Farm's community expectations: **FARMILY** – (Friendly, Accepting, Respectful, Mindful, Inclusive, Loving and Y because Providence Farm is a safe place).

Education, Skills & Abilities:

A combination of education and experience in the following areas is desired:

- Bachelor's level degree in Human Services / Gerontology field
- Horticultural Therapist (HT / HTM)
- Experience working with adults and seniors with intellectual, developmental, and physical diversity, mental health considerations, substance use concerns, brain injury, and age-related illnesses.
- Experience with Trauma Informed Care and practice
- Practiced Person Centered Theory
- Experience with Case Management, progress reporting
- Non-Violent Communication / Non-Violent Crisis Intervention
- Demonstration of basic computer literacy: proficiency with Word, Microsoft Office, Excel
- Valid Occupational First Aid Level One

In addition, we are looking for:

- Interpersonal communication skills, emotional intelligence, and the ability to foster and maintain positive relationships
- Demonstrates effective self regulation / care and personal awareness – warm, empathetic, and approachable temperament
- Demonstrates collaborative, supportive, solutions focused attitudes
- Willingness to invest in independent study to promote the highest level of quality care for participants (appreciating diagnosis, researching nature based activities, etc...)
- Demonstrates culturally sensitive attitudes and language
- Demonstrates active and reflective listening skills
- Organizational, and time management skills
- Demonstrates motivated, independent initiative
- Physical ability to stand for long periods of time, and carry weight up to 15lbs
- Willingness to work outdoors in all weather conditions, and care for therapeutic farm animals
- Knowledge of health and safety practices
- Ability to take responsibility, perform reliably, and receive critical feedback / instruction
- Ability to seek new opportunities, identify gaps, and contribute to the Farm's growth
- Ability to recruit, develop and retain volunteers and develop goodwill in the community
- A valid Class 5 driver's license
- National Safety Code Drivers Abstract

A Clearance Letter for Criminal Record Check specific to 'vulnerable persons' is required for this position.

Duties and Responsibilities:

Program

- Supervise and support Program Support Workers assigned to Seniors, volunteers, and practicum students. This would include creating and maintaining scheduling
- Manage participant referrals and files (supporting recommended criteria), ensuring program spaces / participant files are maintained
- Act as liaison betwixt contracts and care givers
- Manage annual budget assigned
- Completion of all administrative functions required of Seniors Program
- Co-create and deliver trauma informed, nature-based programming that provides opportunity for self-actualization identified in participant's Person-Centered Care Plans
- Clearly model and demonstrate Providence Farm's core values and community expectations; FARMILY
- Maintain participant progress notes, monitor, and report measurable objectives as outlined in Person Centered Care Plans
- Lead, co-facilitate and engage participants in therapeutic group check ins / activities, promote opportunity for prosocial engagement
- Enter, keep, and maintain shared participant records / data for contract partners using approved processes and procedures for confidentiality and clarity
- Promote strength-based opportunities for developing participant autonomy, self-actualization / self-efficacy, creativity, belonging, and confidence within individuals
- Maintain a clean and tidy working area, ensure the upkeep and care of programming materials
- Supervise and delegate volunteer support during program time

Reporting

- Attend monthly meetings with Director of Programming and VIHA Seniors Outreach Team
- Maintain participant progress notes, monitor, and report measurable objectives as outlined in Person Centered Care Plans
- Ensure completion of daily participant attendance
- Complete and submit critical incident, accident, and first aid reports as required
- Participate in staff assessment processes when requested

Other

- Serve on the Farm's Health & Safety Committee
- Attend staff meetings on Tuesdays and alternate Thursday mornings or as assigned
- Assume additional responsibilities when agreed upon, at the request of the supervisor
- Attend in-service training sessions when required
- Adhere to the budget allotted for your assigned area

Hours of Work:

- 35 hours/week in funded programming. Monday - Friday 8:30 am to 3:30pm, or as assigned.

Compensation:

- Salary range \$25.95- \$29.76 per hour
- Probationary period of 6 months with a review at 3 weeks and 3 months.
- Vacation of two weeks, increased to 3 weeks upon successful completion of probationary period
- Farm to Table Lunch - cost \$4.00

Conditions of Employment:

- Valid Criminal Record Check (vulnerable sector)

Wellness Statement:

The Farm acknowledges the importance of healthy lifestyles and workplace wellness. It is the expectation that all personnel will maintain their psychological, physical, spiritual, and intellectual health and function as role models to the Participants of the Farm.

Diverse:

- Vancouver Island Providence Community Association is an equal opportunities employer
- Providence Farm closes annually for 2 weeks following the schedule of SD 79 Winter Holiday closure; vacation may be scheduled at this time for pay, or unpaid time off may apply.

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