

HUTTON HOUSE JOB DESCRIPTION

TITLE: CSW/Leisure/Recreation Assistant (Summer Position)**REPORTING RELATIONSHIP: Arts & Life Skills Coordinator/Day Break Coordinator**

QUALIFICATIONS: Working towards a degree/diploma in human services, adult education, recreation or the arts. Ability to support persons with disabilities; skills that demonstrate leadership, goal setting, problem solving and organizational skills; Microsoft Word; excellent verbal and written communication skills. Standard First Aid/CPR/CPI Certification an asset.

JOB SUMMARY: In keeping with the principles of inclusion and the mission, the Community Support Worker/Recreation Assistant will promote the abilities of persons with disabilities through programs, and will facilitate artistic expression through instruction in various arts and activities.

JOB CATEGORY: Full Time Summer Position**ESSENTIAL JOB RESULTS:****1. Facilitation of Art/Recreation Programs**

- Explain and demonstrate the use of various arts and activities.
- Assist participants to create their own projects based on their personal likes, dislikes and life experiences.
- Assist participants in explaining their projects during “show and tell” presentations.
- Assist participants in summer outings and various activities.

2. Working Relationships

- To advocate to ensure that the dignity and rights of persons with disabilities are advanced.
- To adhere to all policies of the organization to ensure a safe and supportive environment for participants.
- To contribute as a team member to the overall mission of the organization and the goals or objectives of the team.
- To respect and adhere to confidentiality in all communications with others.
- To attend and participate in staff or committee meetings and other events of the organization as required.
- To keep Coordinators informed of activities on a regular basis.

3. Safety

- Maintenance of fire, safety and health conditions in compliance with Workers' Compensation, WHMIS, other legislation and Hutton House policies.
- The correction of any offences or concerns identified by the Health and Safety Committee; reporting promptly on any physical or health condition that may affect the employees.
- Responding to emergencies and completion of accident/incident reports.
- To maintain a clean and orderly work environment.

4. Other

- To participate in professional development as required.
- To maintain fire, safety and health conditions in compliance with all relevant legislation and in keeping with the requirements of the organization, such as kitchen cleanliness.
- Other duties as agreed upon.

The Board of Directors reserves the right to revise the job description at any time.

I agree to the above job description and general expectations as to the purpose of my employment with Hutton House.

Signature

Date