



Port Alberni Branch

**Do you want to make a difference through your work?**

**Do you believe that each member of a community deserves support, inclusion, empowerment, compassion, responsibility, respect and social justice?**

At **Canadian Mental Health Association (CMHA)** in Port Alberni, we know that we make a difference in our community. Here are just some of those impacts:

<https://www.alberniavalleynews.com/community/port-alberni-to-hold-lantern-walk-for-suicide-awareness/>

<https://www.facebook.com/CMHAPA/posts/3504088119607173>

CMHA Port Alberni is looking for a **Casual Activity Worker** to join our team. This position will assist members with mental illness and/or addictions, following psycho-social rehabilitation principles. The position is critical to the success of our various programs, as you will provide day to day emotional, physical, employment, and social support to some of our most vulnerable community members. See job description below.

If you enjoy variety in your work, and want to make a difference in our community, CMHA-Port Alberni may be just the right fit.

Founded in 1918, the Canadian Mental Health Association (CMHA) is a national charity that helps maintain and improve mental health for all Canadians. As the nation-wide leader and champion for mental health, CMHA promotes the mental health of all and supports the resilience and recovery of people experiencing mental illness.

The Canadian Mental Health Association – Port Alberni Branch is dedicated to providing programs and services that foster individual growth and promote mental wellness, leading to the development of strong families and a healthy community.

**At the Canadian Mental Health Association Port Alberni, we don't just accept difference, we celebrate it. We are committed to creating an inclusive environment for all employees.**

Please forward resume and cover letter attention: Katrina Kiefer – Executive Director  
katrina.kiefer@cmhaportalberni.ca



Canadian Mental  
Health Association  
Port Alberni

## **Job Description**

### **Benchmark #81002:**

### **Activity Worker – Clean Team**

#### **Community Subsector Collective Agreement**

**Classification Grid:** 21

**Reporting to:** Executive Director or Program Director

#### **Job Purpose:**

Implements and participates in the day to day operation of a community clean-up crew (Transitional Employees), by taking required action to meet pre-established goals and objectives.

#### **Duties and Responsibilities:**

- Responsible for the operation of assigned work units (clean-up crew)
- Schedules and provides direction and supervision to TE's
- Responsible for the program's logistical needs including; equipment, vehicles, safety gear, supplies related to the activities
- Develops and maintains a liaison with community agencies utilizing resources for programming and supports
- Develops professional connections with businesses with the goal of creating sustainable funding streams
- Refers clients to other programs/services and provides information regarding available resources
- Ensures expenditures are within budgetary limits and follows professional bookkeeping standards
- Prepares a variety of reports, statistics, and invoices
- Provides crisis intervention and responds to emergency situations as required, in accordance with established policy
- Performs other related duties as assigned

#### **Qualifications:**

##### **Education, Training, and Experience**

- Grade 12
- Recent psycho-social, or other related experience of one year full time, or an equivalent combination of education, training, and experience
- Class 5 BC Driver's license

- WHMIS
- CPR, Standard First Aid, Naloxone training

### **Typical Skills and Abilities**

- Ability to communicate effectively, both verbally and in writing
- Physical ability to carry out the duties of the position
- Knowledge of psycho-social rehab principles, mental illness, and an ethical, compassionate professional practice supporting people in wellness
- Ability to work independently and in cooperation with others
- Knowledge and abilities with janitorial skills, cleanliness, hygiene, and safety protocols
- Ability to operate related equipment including the ability to operate, manage, and problem solve related computer systems
- Ability to plan, organize, prioritize, and time manage
- Ability to establish and maintain rapport with TE's
- Ability to observe and recognize changes in TE's behaviours, symptoms, and wellness
- Ability to analyze and problem solve within established ethics, professional standards, contractual obligations, established codes of conduct, and CMHA-PA Mission, Vision, and values