

ACCESS SUPPORT WORKER

1. Nature and Scope of Work

This is front-line recreation work performed in support of children and youth with varying abilities. An incumbent supports and assists in the integration of children and youth with varying abilities into a variety of programs. Some supervision is provided however independence and judgement are exercised within established policies and procedures. The incumbent is expected to exercise tact and diplomacy in public contact but difficult and unusual situations are referred to a superior who reviews work for effectiveness and compliance with policies and procedures.

2. Illustrative Examples of Work

In collaboration with instructors and supervisors, supports and assists in the integration of children and youth with varying abilities into a variety of social and recreational programs and activities, including full day camps; adapts activities to enable participants to participate in activities; assists in developing, planning and evaluating programs.

Promotes interest and encourages participation in program activities; involves participants in identifying, planning, implementing and evaluating programs; responds to inquiries and refers issues as necessary.

Monitors the facility and equipment for safety, security and maintenance requirements; enforces rules and regulations, as required.

Assists in providing information and appropriate referrals to clients, especially to those in crisis.

Performs related work as required.

3. Required Knowledge, Abilities and Skills

Working knowledge of the social, cultural and recreational needs and interests of clients with varying abilities.

Working knowledge of the fundamentals of program leadership and instruction for clients with varying abilities.

Working knowledge of the rules, regulations, procedures and policies governing the work and of modern office methods and procedures.

Ability to participate in planning and implementing programs and activities and to adapt activities to meet the needs of clients.

Ability to deal effectively with program participants with varying abilities and behavioural issues and to resolve conflicts.

Ability to establish and maintain effective relationships with a variety of internal and external contacts.

Skill in the operation of equipment used in the work.

4. Desirable Training and Experience

Completion of Grade 12 supplemented by courses related to the work, plus some related experience; or an equivalent combination of training and experience.

5. Required Licenses, Certificates and Registrations

Driver's License for the Province of British Columbia.

Standard First Aid and CPR – Level C.

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