

Surrey Association for Community Living Job Description

DEPARTMENT – ADULT SERVICES

**VOCATIONAL SERVICE WORKER
(JJEP Vocational Worker)**

GRID LEVEL: 10

Job Summary

Provides vocational skills training and support to clients in a designated work setting. Participates in production particular to assigned job location.

Key Duties and Responsibilities

1. Provides vocational skills training for clients in accordance with established goals and plans. Promotes a work-like environment for clients.
2. Supervises clients in performing vocational training tasks. Coordinates clients' involvement in work production.
3. Reviews and evaluates job situations and reports clients' needs, progress and work performance to the supervisor.
4. Monitors and supports the general care, safety and well being of clients by performing duties such as administering medication in accordance with established policy and assisting with clients' personal hygiene as required.
5. Schedules work to meet product quality, quantity and service expectations. Participates in production.
6. Orders supplies and materials for the designated work area. Reports to the supervisor any equipment requiring maintenance.
7. Performs other related duties as required.

Qualifications Education and Knowledge

- Certificate/Diploma in a related human / social service field.
- One (1) year recent related training and experience or an equivalent combination of education, training and experience.
- Updated Resume or Curriculum Vita
- Community Services Certificates/Diplomas or supportive information
- Valid Food Safe
- Valid CPR & First Aide Certificate
- CPIC – clear Criminal Record
- Doctor's Note – Stating In Good Health
- TB Results – Negative
- Valid Class IV unrestricted
- Motor Vehicle Branch - Driver's Abstract
- References (2 professional & 1 personal)