



## Position: Program Support Worker

### **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 Manager, the purpose of this position is to facilitate meaningful nature based therapeutic activities designed to complement participants Person Centered Care Plans, clinical / contractual objectives and deliverables. Program Support Workers are responsible for modeling and cultivating a community culture that supports core values identified by Providence Farms community expectations: **FAMILY** – (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 preferred:

- Community Mental Health Worker Certificate
- Community Support Worker Certificate
- Vocational education, training and/or experience in eco-arts, horticulture, farming or another discipline such as trauma informed yoga, expressive arts...
- Experience working with adults and/or seniors with intellectual, developmental, and physical diversity, mental health considerations, substance use concerns, brain injury, and age-related illnesses.
- Experience / knowledge of Trauma Informed Care and practice
- Experience / knowledge of Person-Centered theory
- Experience / knowledge of light case management, progress reporting
- Non-Violent Communication / Non-Violent Crisis Intervention
- Demonstrate basic computer literacy, basic proficiency with Word, Micro Soft Office, Xcel
- 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
- Demonstrate effective self regulation / care and personal awareness – warm, empathetic, and approachable temperament
- Demonstrate collaborative, supportive, solutions focused attitudes
- Willingness to invest in independent study to promote highest level of quality care for participants (appreciating diagnosis, researching nature-based activities, etc...)
- Demonstrate active and reflective listening skills
- Organizational, and time management skills
- Demonstrate motivated, independent initiative
- Physical ability to stand for long periods of time, and carry weight up to 20lbs
- 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
- Proof of double C19 Vaccination - Condition of Employment

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

### **Duties and Responsibilities:**

#### Program

- Co-create and deliver trauma informed, nature-based programming that provides opportunity for self-actualization identified in participants Person Centered Care plans.
- Clearly model and demonstrate Providence Farms 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 pro-social engagement, and personal / vocational skill building
- 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 in programming area, ensure the upkeep and care of programming materials.
- Supervise and delegate volunteer support during program times.

#### Reporting

- 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 and accident / first aid reports as required.
- Participate in the staff assessment process when requested.

### Other

- Serve on the Farm's Health & Safety Committee.
- Attend staff meetings on Tuesday 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 to Friday 8:30am to 3:30pm, or as assigned.

### **Compensation:**

- Salary range \$21.63 to 25.19
- Required participation in the Extended Health Benefits Program offered thru the Vancouver Island Providence Community Association
- Probationary period of 3 months with review at 3 weeks
- Vacation of two weeks, increased to 3 weeks upon successful probation
- Cooked lunch for \$2/meal, when available

### **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 participants on the Farm.

### **Diverse:**

- Vancouver Island Providence Community Association is an equal opportunities employer
- Vacation scheduled after one year of work
- 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.

Providence Farm  
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