

## Permanent, Site Assistant

### **The Organization:**

Providence Farm is a therapeutic farm nestled 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 and non-profit society, has been operating creative and innovative programs at the Farm for adults in the Valley with mental health issues, brain injuries and physical and emotional challenges.

### **Purpose of Position:**

This is an assistant position; the duties and responsibilities of this position may include:

- Assist the Site Manager with organization and execution of events and rentals set up and take-down.
- Perform general site & building maintenance (i.e., painting, cleaning)
- Use a variety of hand and power tools to complete assigned
- Perform occasional janitorial duties, as required.
- Execute agricultural tasks as assigned by Site Manager.
- Assume additional responsibilities when agreed upon, and at the request of the supervisor.
- Collaborate with other staff to help organize the daily work assignments.

### **Education, Skills & Abilities:**

Education and experience in the following areas would be an asset:

- Working with adults and seniors with disabilities and barriers to education and employment preferable but not essential.
- Landscaping.
- Site maintenance.
- Proficiency with power tools, hand tools, painting, general repairs including carpentry, plumbing and electrical.
- Valid Occupational First Aid Level 1
- Crisis Prevention Training Level 1
- Valid class 5 driver's license and driving abstract.
- Clearance letter for Criminal Record Check, vulnerable persons.
- **Proof of double vaccination for Covid 19 is required.**

In addition, we are looking for:

- Interpersonal communication skills and the ability to foster positive relationships.
- Organizational skills.
- Demonstrated teamwork.
- Ability to function independently.
- Proficient time and general management skills.
- Ability to model a healthy lifestyle.
- A warm and empathetic presence.



The Farm is an equal opportunity employer and encourages applicants with disabilities and those representing visible minorities.

**Hours of work:**

- Tuesday-Friday 8-3:30 30 hrs/week
- Potential for expansion as required
- 3-month probation period required

**Compensation:**

- \$20.25-\$23.62/hr hour,
- Vacation pay per paycheque at 4%, increasing to 6% on successful completion of probation.
- \$2/day farm fresh lunch (if desired)
- Participation in Extended Health Benefits program offered upon successful completion of probation.

**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 the Participants of the Farm. The Farm contributes to workplace wellness by maintaining a healthy workplace within the financial constraints of the Farm and in partnership with the Personnel of the Farm.

**Diverse:** This position is comprehensive, hands-on, knowledge and skills-dependent; the incumbent must be capable of assisting with legacy systems in plumbing, electrical, land use and IT.

**Job Posting Instructions:** To be considered for this position, please submit your Cover letter and Resume to [jobs@providence.bc.ca](mailto:jobs@providence.bc.ca), or deliver it to reception to Providence Farm; 1843 Tzouhalem Road, Duncan. Position open until filled.

*We are grateful for all applicants;  
however, only those that are short-listed for an interview will be contacted.*

**Vancouver Island Providence Community Association**

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