



## **Position: Farm to Table Kitchen Relief Staff**

### **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 compliment 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 Farm's community expectations: **FAMILY** – (Friendly, Accepting, Respectful, Mindful, Inclusive, Loving and Y because Providence Farm is a safe place).

- Coordinate Farm to Table food production and menus constructed from grow and harvest inventory facilitated by Nature Based Coordinator. Entrusted with showcasing the efficacy of greenhouse / kitchen garden programming efforts.
- Promote an organized, accessible, and professional kitchen facility, where quality, nutritional health, and strength-based experiences are emphasized.
- Provide opportunity for transferable application of commercial kitchen skillsets to participants with a trauma informed approach that promotes a safe and meaningful workplace/rehabilitative experience to persons with barriers to employment and education.

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

A combination of education and experience in the following areas are required:

**Formal Culinary Arts training, Food Safe, with experience coordinating a Farm to Table kitchen facility.**

- Community Mental Health Worker Certificate
- Community Support Worker Certificate

- Human services training such as a Community Support Worker Certificate, Social Services Diploma, Horticultural Therapy Diploma, or related degree. Experience working with adults with mental health, intellectual or developmental disabilities.
- Experience and knowledge of Farm to Table Practice, including the ability to harvest, identify, and integrate farm / field produce.
- Examples collaborative spirit working alongside Nature Based Coordinator to determine seasonal ingredients for Farm to Table programming / meals.
- Demonstrated knowledge of nutritional food value and sustainable nourishment.
- Ability to provide educational opportunities for participants that encompass nutrition, meal planning, and preparation.
- Skillful ability to assess, prioritise, and utilize available farm product.
- Intuitive ability to assess a myriad of diverse abilities whilst meeting time restriction and “need” elements.
- Ability to manage multiple dynamics and diverse tasks with exceptional organization and even temperament.
- Demonstrates capacity to harness fluctuation of energy to promote and maintain a positive and enriching environment for all.
- 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.
- Non-Violent Communication / Non-Violent Crisis Intervention
- Demonstration of basic computer literacy: proficiency with Word, Microsoft Office, Excel
- 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
- Demonstrates effective self regulation / care and personal awareness – warm, empathetic, and approachable temperament
- Demonstrates collaborative, supportive, solutions focused attitudes
- Willingness to invest in independent study to promote the highest level of quality care for participants (appreciating diagnosis, researching nature-based activities, etc...)
- Demonstrates culturally sensitive attitudes and language
- Demonstrate active and reflective listening skills
- Organizational, and time management skills
- Demonstrates motivated, independent initiative
- Physical ability to stand for long periods of time, and carry weight up to 15lbs
- 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
- National Safety Code Drivers Abstract

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

## **Duties and Responsibilities:**

### Kitchen Program

- Oversee the operation of the kitchen facilities in the Providence House. This includes the menu planning for lunches each day for an average of 35 – 40 people (and up to 70 people), purchasing, keeping a clean and food safe working area, and maintaining food inventory.
- Develop weekly Farmily to Table menus that reflect seasonal produce and collaboration with Nature Based Coordinator.
- Work with participants to teach and transfer cooking and kitchen helper skills.
- Working with the Community Relations Coordinator, coordinate the occasional rental of the kitchen to individuals or groups.
- Contribute to the farm growing plan by communicating what is needed in the way of produce for the kitchen.
- Maintain a 'code of ethics for the kitchen, using Providence Farm produce and local products as much as possible, cooking nutritional meals and creating food that incorporates whole foods as much as possible.
- Supervise kitchen participants to ensure safe operation of tools and proper following of food safe principles.
- Develop and maintain an inventory of tools and equipment for the kitchen.
- Manage the Kitchen Program budget.
- Working with the Community Relations Coordinator, ensure the content on the Farm's website as it relates to the Kitchen Program is accurate.
- Engage Farm participants in kitchen activities as meaningful therapy.
- Assist in maintaining the neat and tidy presentation and appearance of the Farm's kitchen and dining room.
- Assume additional responsibilities, when agreed upon, at the request of the supervisor.

## **Reporting:**

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- Co-create and deliver trauma informed, nature-based programming that provides opportunity for self-actualization identified in participant's Person Centered Care Plans.
- Clearly model and demonstrate Providence Farm's 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 prosocial 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, 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, accident and first aid reports as required.
- Participate in staff assessment processes when requested.

#### Other

- 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 \$25.95 to \$29.76
- Probationary period of 3 months with a review at 3 weeks
- Cooked lunch for \$4 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 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:**

- 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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[www.providence.bc.ca](http://www.providence.bc.ca)