

Harvest Community Inc.

Job Description: Casual Day Program Support Worker and Driver

Harvest Community Inc. is a rural Day Program for adults experiencing disabilities, specializing in light-industrial production.

If your happy place is behind the wheel and you know your way around a toolbox, this might be the perfect gig! Harvest Community Inc. is looking for a hands-on helper who can drive our bus and delivery truck, support participants in our vocational program, and tackle light maintenance around the building and grounds.

CORE FUNCTIONS: To assist and provide support to adults with intellectual disabilities in the day program. Understands, agrees with the acts according to the principles, values and mandate of Harvest Community.

ACCOUNTABILITY: Reports to the Production Manager on production matters and the Program Manager on participant, non-production programming matters.

DUTIES & RESPONSIBILITIES:

1. To be a role model in the workplace.
2. To drive the 24-passenger bus as a back-up to the regular bus driver.
3. To conduct truck runs in the cube van to Regina and surrounding area.
4. To effectively conduct minor maintenance repairs, yard work, and identify areas requiring professional attention.
5. To arrive at 8:00 am and prepare the space for the activities for the day, and at 3:30 pm oversee that the area is all in order. Finish the work day at 4pm.
6. To support, and work alongside Day Program Participants performing vocational and recreational activities in the day program and at group outing locations.
7. Responsible for assisting and overseeing the cleaning of the day program space.
8. To support and assist in any programming as required in consultation with Program Manager.
9. To communicate effectively with other staff.
10. To provide personal care as needed.
11. To support wiping rag operation by cutting, sorting, weighing, and boxing textiles.
12. To support handi-flag production and other light-industrial production.
13. To ensure that the daily production is high quality and it to industry standards.
14. To assist in organizing work assignments as directed by the Day Program Supervisor.
15. To express any concerns regarding Program Participants to the Program Manager or the Program Assistant.
16. To attend training seminars as directed.
17. Other related duties as assigned.

ABILITIES & SKILLS REQUIRED:

- Level 1 Training (provided onsite)
- Ability to encourage persons with intellectual disabilities to participate in activities.
- Ability to patiently demonstrate activities to individuals.
- Current First Aid and CPR-C certificate.
- Must have a valid Saskatchewan Driver's license, class 5 or higher

- Must have the ability or be willing to learn how to operate equipment such as a forklift and tractor.
- Demonstrates a good work ethic and job appreciation.

WORKING CONDITIONS:

- This is a casual position offering full-time hours from the start date through the end of November, then on an as-needed basis (7.5-40hrs/wk).
- 2 paid 15-minute breaks at 10am and 2 pm; an unpaid 30-minute lunch break at 12pm
- Working indoor in a loud environment
- Working outside in varying weather (wind, heat, rain, etc.)
- Working alongside participants and/or staff
- Working independently
- Light industrial work: steel toed shoes required on production floor and with farming implements, eye protection required for specific tasks, gloves required for specific tasks.
 - Staff are required to supply their own steel-toed shoes, and can receive partial reimbursement when they submit their receipt

This position is available immediately and offers full-time hours from September through the end of November, then will be scheduled on an as-needed basis. Harvest Community Inc. is open Monday-Friday, 8am-4pm and is closed on statutory holidays.

*Applicants considered for this position will be require to provide a Police Record Check with Vulnerability Sector Check.