

# **ACTIVITIES INSTRUCTOR 1 and 2**

## **GENERAL**

Under the direction of a senior Activities Instructor, an employee in this class carries out an activities program with one or two groups of residents at a Provincial Mental Health Centre. Provides instruction and assistance and participates with residents in a variety of activities having therapeutic value, designed by senior personnel.

Activities Instructor 1 normally will be the recruitment and training level of the series. An employee will become eligible for promotion to Activities Instructor 2 upon successful completion of the required in-service training program and two years' experience working with mentally handicapped persons in an institutional setting.

## **TYPICAL DUTIES**

Assists and instructs residents and participates with them in various activities such as art, crafts, cooking, personal grooming and hygiene, life skills, recreation and occupational therapy.

Provides some counsel to residents through casual conversation or group discussion during instructional periods.

Reports to senior personnel, residents' behavioural changes, personality development and work performance.

Keeps records of attendance of residents, usage of supplies and materials and requisitions same as required.

Makes recommendations concerning change of activity for group(s) with which he works.

Plans daily activities of group(s) and makes adjustments as necessary.

Ensures that tools and equipment are maintained in good working order.

Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Some knowledge of mental retardation and/or various kinds of mental illness and how to motivate the mentally handicapped.

Working knowledge of, and skills in, one or more occupational or industrial therapy activities (crafts, art, music, recreation, woodwork, sewing, etc.) and the ability to teach these skills to residents.

Ability to carry out, within established guidelines, a daily activity program for one or two groups of residents.

Ability to observe and comment on residents' behaviour, personality development and work performance.

Ability to keep simple records.

### **Education, Training and Experience**

#### Activities Instructor 1

Grade XI education preferred. Some experience working with small groups of handicapped people is desirable. New incumbents will be required to participate in an in-service training program for Activities Instructors.

#### Activities Instructor 2

Grade XI education preferred. Successful completion of the in-service training program for Activities Instructors and minimum of two years' experience as an Activities Instructor 1 working with mentally handicapped in an institutional setting.

### **Physical Standards**

Physically capable of performing the duties assigned.

# **ACTIVITIES INSTRUCTOR 3**

## **GENERAL**

An incumbent in this class will be responsible to an Activities Instructor 4 or an Occupational Therapist for the actions of two or more lower classified Activities Instructors and Aides in a unit of occupational or industrial therapy. Designs activities programs for resident groups, within prescribed guidelines and objectives for the Institution and the Motivational Therapy Department.

## **TYPICAL DUTIES**

As unit leader, supervises two or more lower-classified Activities Instructors and Aides in a unit of occupational or industrial therapy.

Designs programs of activities for his unit ensuring that the program coincides with established goals and objectives.

May perform any or all of the activities of Activities Instructors 2.

Attends meetings with other para-medical and medical staff on a regular basis to discuss unit programs and residents' progress. Represents his unit's staff at meetings.

Provides assistance to unit staff in dealing with difficult residents and in establishing therapeutic interpersonal relationships with residents.

Approves requests for materials and supplies.

Keep records of resident earnings, inventory and sale of finished projects.

Prepares reports on residents regularly or as necessary.

Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Working knowledge of mental retardation and/or various kinds of mental illness and how to motivate mentally handicapped persons.

Working knowledge of and skill in at least one occupational or industrial therapy activity (crafts, art, music, recreation, woodwork, sewing, etc.) and the ability to teach these skills to staff and residents.

Knowledge of goals and objectives of the Motivational Therapy Department and the ability to design activities programs with established guidelines.

Ability to supervise two or more subordinates carrying out prescribed programs for resident groups.

Ability to provide counsel and guidance to subordinates and represent them at staff meetings.

Ability to keep simple records.

### **Education, Training and Experience**

Grade XI education and successful completion of the prescribed in-service training program for Activities Instructors, and a minimum of three years' experience as an Activities Instructor working with mentally handicapped persons in an institutional setting. Some additional formal training in the motivational therapy field is preferred.

### **Physical Standards**

Physically capable of performing the duties assigned.

# **ACTIVITIES INSTRUCTOR 4**

## **GENERAL**

This is para-professional work where the incumbent functions as co-ordinator of a division of the Motivational Therapy Department. Under limited supervision by the Supervisor of Motivational Therapy, the incumbent is responsible for the activities of two or more units in either the Occupational or Industrial Therapy Division.

## **TYPICAL DUTIES**

Plans, organizes and supervises a divisional program within the goals and objectives of the Institution and the Motivational Therapy Department.

Provides instruction, consultation and supervision to unit leaders and subordinate staff members regarding programs and residents.

Liaises with senior Departmental and Institutional personnel and with external agencies, service clubs and community groups concerning residents' progress and post-discharge placement and care and internal program development.

Designs and develops new programs and new products for manufacture. Searches out new markets and sources of supply.

Plans production and estimates costs and revenues.

Prepares reports on residents and attends meetings to discuss residents and divisional and unit activities.

Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Good working knowledge of the goals and objectives of the Motivational Therapy Department and the Institution.

Good working knowledge of mental retardation and/or various kinds of mental illness and how to motivate mentally handicapped persons.

Working knowledge of and skill in the various therapeutic activities of the Division (Occupation or Industrial Therapy) and the ability to teach skills to staff and residents.

Ability to design, develop and co-ordinate programs for the Division and supervise staff carrying out those programs.

Ability to establish and maintain effective working relationships with external agencies, service clubs, suppliers and distributors and other community groups.

Ability to prepare reports and represent his division at staff meetings.

Ability to recommend on appropriate changes in program for groups and individual residents.

### **Education, Training and Experience**

Grade XI education, successful completion of the prescribed in-service training program for Activities Instructors, and a minimum of five years' experience in a mental institution, including two years' supervisory experience. Additional formal training in the motivational therapy field is required.

### **Physical Standards**

Physically capable of performing the duties assigned.