



# *Provincial Job Description*

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***TITLE:***  
**(230) Healthy Lifestyles Program  
Assistant**

***PAY BAND:***  
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**FOR FACILITY USE:**

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***SUMMARY OF DUTIES:***

Assists an interdisciplinary team in the provision of programs for at-risk client groups to achieve better health outcomes.

***QUALIFICATIONS:***

- ◆ Grade 12

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ Communication skills
- ◆ Organizational skills
- ◆ Interpersonal skills
- ◆ Ability to work independently
- ◆ Basic food preparation skills
- ◆ Valid driver's license
- ◆ Basic computer skills
- ◆ Basic accounting skills

***EXPERIENCE:***

- ◆ **Previous:** No previous experience.

## ***KEY ACTIVITIES:***

### **A. Preparation**

- ◆ **Assists interdisciplinary team in program planning.**
- ◆ **Liaises with interdisciplinary team regarding particular session requirements.**
- ◆ **Under the direction of the team, creates grocery lists and shops for groceries.**
- ◆ **Shops for a variety of supplies (e.g., cooking equipment, cleaning supplies).**
- ◆ **Assembles forms and information for interdisciplinary team.**
- ◆ **Assembles resources and tools for sessions.**
- ◆ **Schedules transportation for clients when requested.**
- ◆ **Contacts referred clients, provides information and invites them to attend program.**

### **B. On-Site Assistance**

- ◆ **Assists in setting up site to facilitate program.**
- ◆ **Assists with demonstrating and mentoring participants on food preparation and following recipes to prepare meals.**
- ◆ **Provides information regarding food safety and good nutrition.**
- ◆ **Demonstrates proper kitchen sanitation techniques.**

### **C. Administration**

- ◆ **Performs general office duties.**
- ◆ **Manages and replenishes inventory, maintains stock and purchases cooking equipment and/or non-grocery items.**
- ◆ **Performs light laundry, receives and stores linens, containers and bags.**
- ◆ **Performs monthly reconciliation of transportation, grocery and courier expenditures.**
- ◆ **Maintains petty cash account and maintains supporting records (e.g., transportation, grocery and courier expenditures).**

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

***Validating Signatures:***

***CUPE:***

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***SEIU:***

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***SGEU:***

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***SAHO:***

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***Date: February 16, 2023***