

JOB DESCRIPTION

Activity Aide

Department:	Activities	Reports to:	Activities Manager
Effective Date:	August 2017	Supersedes:	
Classification:	OPSEU Class X	Job Evaluation Date:	TBE

POSITION SUMMARY:

Reporting to the Activities Manager, the Activity Aide implements activation programs to meet the various physical, emotional, intellectual, social and spiritual needs of residents and assists in monitoring their needs and progress.

DUTIES & RESPONSIBILITIES (not limited to):

- Implement and evaluate both individual and group recreation and leisure programs, including outings, based on assessed needs and as assigned by the Manager
- Transport residents to and from programs
- Set-up and clean the activity area as necessary
- Monitor the behaviour and condition of residents during programs, reporting any significant changes to the Manager and registered staff as appropriate
- Provide oversight of residents and volunteers during off-site outings
- Participate in care conferences and other committees as required to assist in assessing activation needs of residents
- **Develop and revise resident recreation programs with input from Nursing and family members, under the guidance of the Manager**
- Maintain program and resident records according to standards
- Perform responsibilities of the position with the legislative and regulatory standards set out in applicable Provincial and Municipal legislation, and the policies and procedures of the Pines
- Participate in continuing education and in-service training required to ensure skills and abilities are maintained and enhanced
- Protect the health & safety of residents, co-workers and self by adopting safe work practices, reporting unsafe conditions immediately, and participating in health & safety related training
- Work co-operatively with staff, volunteers, service providers and other stakeholders to meet resident and family needs
- Contribute to an environment of continuous improvement by providing feedback / suggestions and engaging in implementation
- Perform other duties as assigned

MINIMUM EDUCATION, EXPERIENCE & QUALIFICATIONS:

- Graduate of a two (2) year college program in Recreation/Leisure Studies, Therapeutic Recreation or related field from a community college
- Previous experience working with seniors, preferably in Long Term Care, would be an asset plus on-the-job orientation and training of up to 1 month
- Good communication skills and ability to read, write and follow written instructions in English
- Excellent interpersonal skills with a positive history of patience, compassion and courtesy when dealing with residents and others
- Flexibility and creativity to meet the needs of the residents
- Basic computer skills, including familiarity with Microsoft Office products

DECISION MAKING & INDEPENDENCE:

- Machinery or equipment that is operated:
 - Operation of high temp dishwasher
 - Wheelchairs and other resident mobility aids
- Procedures or standards for the job:
 - Recreation manual contains policies and procedures for Activities department duties
 - Health & safety policies & procedures; 24/7 Health & Safety training
 - Surge Learning (Mandatory MOHLTC Education Modules)
 - MOHLTC Act, Regulations and Standards
 - Individual resident care plans must be followed as per MOHLTC legislation
- Supervision provided:
 - Supervised by the Activities Manager
 - Direction related to individual residents is provided by the registered staff
- Impact of errors:
 - When programming involves food or alcohol, resident diet and texture must be followed as well as alcohol consent
 - Care and control of residents while on community outings
- Confidential information:
 - Works with resident medical records and is required to respect & adhere to all policies related to confidentiality
 - Annual review of Standards of Conduct and signing of Confidentiality Agreements
- Must be flexible to changing needs of residents, staff and operational issues as they are presented

FINANCIAL RESPONSIBILITY:

- Ensure appropriate utilization of supplies and equipment
- May assist in the purchasing of general activity supplies under the direction of the Manager
- May collect money from residents &/or family members for payments at functions or events

SUPERVISORY RESPONSIBILITY:

No supervisory responsibilities

CONTACTS:

- Work directly with internal staff including management, registered and non-registered staff
- Interact closely with residents, family members, volunteers and members of the community
- Contribute to positive customer service with residents and families in day-to-day work

PHYSICAL / PSYCHOLOGICAL DEMANDS & WORKING CONDITIONS:

- "Class A" facility, temperature controlled, smoke-free environment
- Some lifting, pushing involved in setting up for activities and transporting residents
- May be exposed to variety of weather conditions on scheduled outings
- Frequent use of visual and auditory senses to monitor residents' responses to activities
- May periodically be required for evening, weekend and statutory holiday work

HEALTH & SAFETY RESPONSIBILITIES:

- Work in a safe manner that is in compliance with the Occupational Health & Safety Act and policies/procedures of the Pines
- Participate in health and safety-related training
- Wear or use the required protective equipment, clothing and/or devices
- Report injuries, hazards, or equipment defects