



# Provincial Job Description

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**TITLE:**  
**(308) Assisted Daily Living Recreation  
Worker**

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

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**SUMMARY OF DUTIES:**

Provides personal care and organized recreation/leisure activities to enhance client/patient/resident quality of life.

**QUALIFICATIONS:**

- ◆ Home Care/Special Care Aide certificate

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Basic computer skills, where required by the job
- ◆ Interpersonal, organizational and communication skills
- ◆ Ability to work independently
- ◆ Ability to work with special needs clients/patients/residents
- ◆ Valid drivers license, where required by the job

**EXPERIENCE:**

- ◆ Previous: Six (6) months previous experience working in a health care environment.

## ***KEY ACTIVITIES:***

### **A. Activities / Events**

- ◆ **Delivers recreational activities, events and programs (e.g., birthday parties, gardening, music/reading programs, baking, devotionals, exercises and mobility, holiday events).**
- ◆ **Arranges, delivers and monitors programs to meet the abilities and needs of clients/patients/residents.**
- ◆ **Facilitates activities; encourages and assists with clients/patients/residents interaction.**
- ◆ **Maintains communications through communication books, daily white boards, calendars and newsletters.**
- ◆ **Contacts and involves clients/patients/residents families in activities and events.**
- ◆ **Acts as liaison with/reports to nursing and therapy departments regarding client programs/participation.**
- ◆ **Prepares, decorates and sets up the activity area by moving furniture, obtaining necessary equipment and organizing crafts or games.**
- ◆ **Maintains records of volunteers, activities and attendance.**
- ◆ **Provides occasional guidance to the primary function of others, including training.**
- ◆ **Responds to incoming/outgoing calls and inquiries.**
- ◆ **Takes bookings for program attendance.**
- ◆ **Records client attendance for billing purposes.**
- ◆ **Follows program activity guidelines.**

### **B. Clients/Patients/Residents Activity Monitoring**

- ◆ **Observes client/patient/resident reactions and documents responses to activity.**
- ◆ **Supports and monitors clients/patients/residents emotional, physical, cognitive ability and spiritual well-being.**
- ◆ **Participates in client/patient/resident care plan and multi-disciplinary/family meetings.**
- ◆ **Porters clients/patients/residents to and from events.**

### **C. Client/Patient/ Resident Care**

- ◆ Bathes and grooms (e.g., combs hair, shaves, sets hair).
- ◆ Assists with oral care e.g., (brushes natural teeth/dentures).
- ◆ Assists with bowel and bladder care including catheters and ostomy bags.
- ◆ Assists with skin, nails, eye care; applies make-up.
- ◆ Assists with treatments as ordered by doctor/care plan (e.g., bowel care suppositories and enemas, ointments, simple dressings).
- ◆ Supervises meals/nutritional periods and assists as required.
- ◆ Ensures proper hydration.
- ◆ Dresses and undresses clients/patients/residents.
- ◆ Assists with mobility and/or transfer of client/patient/resident (e.g., to and from bed, chair, commode, bath chair), using various aids as ordered.
- ◆ Observes skin for breakdown, condition of feet and nails and overall condition.

### **D. Charting**

- ◆ Maintains clients/patients/residents charts (e.g., fluid intake/output, weight).
- ◆ Provides input into care plans to keep them up-to-date.
- ◆ Files chart documents.

### **E. Related Key Work Activity**

- ◆ Cares for pets and plants in the facility.
- ◆ Maintains cleanliness of all related equipment and surroundings.
- ◆ Notifies appropriate department of required equipment repairs.

*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.*

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

*Validating Signatures:*

*CUPE:*

*SEIU:*

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*SGEU:*

*SAHO:*

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*Date: 2005*

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