



Provincial Job Description

TITLE: (308) Assisted Daily Living Recreation Worker
PAY BAND: 12

FOR FACILITY USE:

SUMMARY OF DUTIES:

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

QUALIFICATIONS:

- ◆ Continuing Care Assistant 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 driver's license, where required by the job

EXPERIENCE:

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

KEY ACTIVITIES:

A. Activities / Events

- ◆ **Arranges, delivers and monitors recreational activities, events and programs to meet the abilities and needs of clients/patients/residents. (e.g., birthday parties, gardening, music/reading programs, baking, devotionals, exercises and mobility, holiday events).**
- ◆ **Arranges and/or accompanies clients/patients/residents on outings.**
- ◆ **Encourages and assists with clients/patients/residents interaction.**
- ◆ **Contacts and involves clients/patients/residents families in activities and events.**
- ◆ **Prepares, decorates and sets up the activity area (e.g., moving furniture) and organizes crafts or games.**
- ◆ **Obtains and/or purchases necessary equipment and supplies.**
- ◆ **Maintains communications through communication books, daily white boards, calendars and newsletters.**
- ◆ **Acts as liaison with/reports to nursing and therapy departments regarding client programs/participation.**
- ◆ **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.**
- ◆ **Manages and monitors clients/patients/residents activity money.**

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.**

C. Client / Patient / Resident Care (cont'd)

- ◆ **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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: February 16, 2012