

## **JOB DESCRIPTION: Activity Aide**

**Pinecrest Nursing Home**

Disclaimer: Any PRINTED version of this document is only accurate up to the date of printing. Always refer to the electronic version of the Policies, Procedures and Processes for the most current versions of the documents in effect.

### **Subject: Activity Aide Job Description**

**Position Summary:** The Activity Aide works in conjunction with the Activity Assistant, and Activation Coordinator to provide group, individual and one on one programs which are sensitive to identified needs, strengths and interests of the residents.

### **Major Duties and Responsibilities:**

- Plan, organize and implement group and individual activation programs including programs for Residents with dementia, Residents unable to leave their rooms, and those choosing not to participate in group programs.
- Complete initial assessments, care planning, quarterly reviews and care conferences as assigned.
- Maintain program and Resident records according to department policy.
- Participate with Activation Coordinator and Activity Assistant in program development, evaluation and revision.
- Assist in Main Dining Room at meal times to serve and feed Residents requiring assistance
- Adhere to established department policies and procedures regarding quality assurance, safety, environment and infection control.
- Work cooperatively with other departments, family members and volunteers to meet Resident needs.
- Document Resident's activity attendance and response to individual and group experiences daily
- Assist Residents to and from programs as necessary. Assist Residents in using mobility aides safely.
- Assist in maintaining equipment in working and safe order. Maintain activities room/area in neat order.
- Work with and support volunteers
- Other duties as assigned.

### **Working Conditions**

Some irregular hours, evening and weekend work required. Some requirements for lifting/ transferring Residents. Some exposure to varying weather conditions due to travel for activities outside the home. Frequent use of visual and auditory senses to monitor responses to activities during programs. Stress resulting from dealing with diverse groups such as Residents, staff and volunteers.

### **Resident Health and Safety**

Adhere to Pinecrest Nursing Home Resident safety procedures including verification and checking procedures as well as infection control and prevention procedures. Maintain open lines of communication with Residents, family members, supervisor and fellow staff to maintain highest quality level for resident safety. Report Resident safety incidents and suggest improvements to supervisor.

### **Staff Health and Safety**

Adhere to Occupational Health and Safety Act and Pinecrest policies and procedures including wearing of the required personal protective equipment. Report all hazards, incidents or hazardous conditions to immediate supervisor. Attend and participate in required health and safety training.

## **Attendance Statement**

Regular and reliable attendance is required of every employee of Pinecrest Nursing Home. Each staff is responsible for maintaining a safe and healthy lifestyle to support the highest level of attendance at work. Any absence from work will be reported at the soonest opportunity.

## **Knowledge, Skills, Experience Required**

- Experience in working with Long Term Care Residents.
- Certificate or diploma in recreation or equivalent or enrolled in a community college or university in a diploma or degree program in such a field is required.
- Ability to communicate orally and in writing.
- Computer skills essential.
- Requires excellent problem solving, planning and creative abilities.

## **Reporting Relationships:**

Reports to Activation Coordinator.

## **Apply to Rachel Edmondson, Activation Coordinator**

[activities@pinecrestnh.ca](mailto:activities@pinecrestnh.ca)

705-738-2366