

JOB DESCRIPTION: Activity Aide

Pinecrest Nursing Home

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Subject: Activity Aide Job Description

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Pinecrest will provide accommodation during the recruitment and selection process if requested.

Position Summary: The Activity Aide works in conjunction with 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, program reviews and completing MDS as assigned by Activation Co-ordinator.
- Assist and Support the Resident's Council in holding meetings, voicing their concerns and suggestions,
- Maintain program and Resident records according to department policy.
- Develop, implement and evaluate group programs, 1:1 programs and independent activities
- 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.
- Participate in staff education
- Attend relevant in-service sessions
- Encouraged to participate in Pinecrest multi-disciplinary teams and committees
- Document Residents activity attendance and response to 1:1, individual and group programs, daily
- Assist Residents to and from programs. Assist Residents in using mobility aides safely.
- Assist in maintaining equipment in safe and working order. Maintain activity room/area in neat order.
- Work with and support volunteers
- Other duties as assigned.

Working Conditions

Irregular hours, evening, weekend and statutory holiday work required. Fast paced, busy environment. 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.
- Diploma or Degree in Therapeutic Recreation, Recreation & Leisure Services, Gerontology, Social Service Work, or related or currently enrolled in such a program.
- Ability to communicate orally and in writing.
- Computer skills essential.
- Requires excellent problem solving, planning and creativity.
- Competency in Point Click Care and MS Office an asset.

Reporting Relationships:

Reports to Program Coordinator.

Apply to activities@pinecrestnh.ca – Program co-ordinator

Approved: 1/15/15	Revised: 03/04/16, 02/13/17, 10/08/19, 05/18/22, 06/13/23 08/14/24	Authorized By: Administrator
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