



JOB DESCRIPTION

Job Title: Day Program Assistant	Department: Day Programs	Division: Bonnechere Manor	Reports to: Client Programs/Outreach Supervisor
Revision Date: March 2011	Salary Grid:		

Approval:	Department Head	_____
	Supervisor	_____
	Employee	_____
	Staff Administration Committee	_____

Position Summary:

Under the direction of the Client Programs/Outreach Supervisor and in collaboration with the Recreation Programmer, the Program Assistant provides provisions for individual or group recreational programming for the purpose of reactivating clients with varying abilities, enabling them to attain their maximum physical, social, and mental potential. This programming includes planning, implementing and evaluating recreation, social and educational programs for the diversified members of the Adult Day Program. All programs offered are consistent with the Mission and Philosophy of Care at Bonnechere Manor, the goals and objectives of the Day Program/Client Programs and the Ministry of Health standards and guidelines.

Qualifications:

- High School graduate or equivalent,
- Successful completion of the Personal Support Worker Certificate or equivalent as per O. Reg. 79/10 of the Long-Term Care Homes Act, 2007.
- A Certificate in Activation Techniques, Gerontology, Working with the Aged, or equivalent required,
- Certificate – Food Safety Awareness Program recognized by a Public Health Unit,
- Experience/education in recreational program planning preferred.
- Minimum of 2 years experience in a Long Term Care setting, an asset,
- Enthusiastic and energetic leadership skills with an excellent verbal and written English communication skills and an ability to work well with others in a team approach in a changing work environment,
- Ability to perform assigned duties within a flexible work schedule within a 24 hour a day, 7 day a week operation,
- Demonstrated regular attendance standards in keeping with the County Attendance Support Program,
- Ability to meet and maintain health requirement standards as per Long Term Care Legislation.
- Computer literacy required.

Position Responsibilities:

The Program Assistant assist the Recreation Programmer with facilitating the planning, implementation, evaluation and documentation of the daily recreational programs offered within the Adult Day Program. The



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recreational, social and educational programs will be client-focused and reflects the promotion of client choice and acknowledge all clients' strengths and limitations. The following duties include:

1. Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the Operational policies of the County of Renfrew.
2. Assist in establishing a comprehensive Adult Day Program by participating in a goal oriented recreational programming for clients and groups requiring specific therapeutic and recreational interventions.
3. In cooperation with the supervisor, promotes and provides assistance to the social and community programs compatible to the individual's interest and abilities, within both, the facility and in the community. Promotes program maintenance among members of the multi-disciplinary team, including family members participation and involvement.
4. Assist in developing, organizing, delivering, evaluating and monitoring the implementation of programs based on present needs of individuals, groups and facility. In consultation with client/ family completes departmental assessments and provide individualized and group recreational therapy programs based on assessed needs.
5. Assists in identifying educational needs of department and facility and actively participates in workshops and educational programs. Provides assistance in the orientation, supervision and performance evaluation of new staff, students and volunteers.
6. Establishes and maintains effective communications in promotion of the Day Program and document all relevant information regarding resident's goals, participation and performance, including establishing and maintaining effective communication between the multi-disciplinary care team (residents, families, students, volunteers and external agencies).
7. Assists in the development and distribution of monthly Day Program Recreation Calendar of events.
8. Utilizing the consistent client/resident-focused care approach to meet client/resident needs and demonstrates initiative to:
 - Utilizes a holistic approach to identify client/resident needs.
 - Assists with the resident dining process by serving meals/feeding
 - Providing hands on physical assistance for toileting, bathing and other related activities of daily living (ADL).
 - Assist with transporting and transferring clients/residents as needed
 - Responds to any employee in need of help.



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9. Advocates for the resident to ensure programming needs are client/resident-focused by working within the determined residents' physical, mental, and social limitations and by ensuring supervision, safety and protection of clients/residents during activities/ programs both, on-site and in the larger community.
10. Obtains appropriate self-directed professional development to ensure skills, abilities and leadership are reflective of best practices standards.
11. Participates in Continuous Quality Improvement (CQI) initiatives by reviewing and developing goals, objectives, policies and procedures with Supervisor, participating in continuing education, relevant to Long-Term Care, to ensure skills and abilities are maintained and enhanced and by being an active participant in the budgetary process of identifying equipment and resource materials required by individual and/ or facility. Requisitioning supplies as per facility procedure, monitoring expenditures and maintaining inventory of resource materials are also assigned duties in the CQI process.
12. Creates a facility environment that protects the confidentiality of clients/residents, staff and activities of Bonnechere Manor.
13. Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.