



Adult Day Service Program Recreation Assistant (Casual \$18.21 an hour)

Reports to: Seniors Program Manager

Hours of Work: Casual - Monday through Friday

Location: 4295 Stage Coach Road, Sydenham, ON

Summary: The Adult Day Service (ADS) Program Recreation Assistant will work closely with the ADS PSW Lead and other ADS staff to plan and implement an Adult Day Service. The ADS Recreation Assistant will work with groups or provide individual support for clients with differing needs. The ADS Recreation Assistant will take the lead on recreation within the program. Physical demands of the job include assisting with transfers and client care as well as room set-up and take down.

Responsibilities:

- **Care Management**
Reviews client plan of service, case notes and daily activities with ADS team. Reports changes in client condition to Client Care Coordinator. Provides input during monthly client acivities and attends case conferences as needed. Ensures client safety and reports concerns to Seniors Program Manager.

Knows programs, services and policies to disseminate information to clients and their caregivers. Interacts positively with clients and motivates participation in activities. Maintains timely and necessary documentation on each client, including care plans, attendance, case notes, medication tracking and changes in the client's physical and cognitive state.

Works closely with the ADS staff and assists with client medications when required.

- **Activation**
Plans, coordinates, facilitates and evaluates client's daily activities with input from the Seniors Program Manager. Leads the recreation program delivery while working closely with Client Care Coordinator and all ADS staff.

Obtains supplies to implement planned daily activities within approved annual budgets.

Provides service to clients living with differing conditions such as Alzheimer's, Dementia's, Parkinson's, stroke, physical and/or other cognitive disabilities. Utilizes specialized skills and adaptive techniques during group and/or individual programming. Motivates and encourages client participation and socialization. Builds clients confidence to maximize client engagement in programs within their functional ability.

Provides supervision of clients both at morning drop-off and afternoon pick up. Sets up the ADP room for each day's activities and at end of the day cleans and prepares for the next days scheduled.

- Volunteer & Student Management:
Works with and supports Service Volunteers. Provides direction and support to students and service volunteers. Provides input during student and volunteer evaluations. Works closely with the ADS PSW Lead to ensure students and volunteers are meeting required goals.
- Nutrition
Follows client dietary roster when preparing meals and snacks. Communicates changes in dietary needs to the Client Care Coordinator, ADS Staff and Cook. Helps prepare and serve snack and lunch if necessary. Assists with feeding if required.
- Administration
Track client information in NesdaTrak and documents case notes as appropriate within 24 hours. Takes attendance and submit monthly statistics to the Seniors Program Manager.

Follows the Safety and Emergency Procedures Policy and participates in the Annual Fire Drills. Ensures compliance with PHIPA (Personal Health Information Privacy Act) and PIPEDA (Personal Information Protection and Electronic Documents Act) Policies. Assists with placement student and volunteer evaluations. Assists with service and program evaluations.

Required Skills and Experience:

- Certificate in Therapeutic Recreation and/or Recreation & Leisure with Gerontology or equivalent.
- Strong Leadership skills.
- Enthusiasm.
- Knowledge of the aging process as well as diseases of aging.
- Strong ability to work as part of a multidisciplinary team.
- Strong communication skills.
- Proficient in Microsoft Office and willing to learn Nesdatrak.
- Ability to evaluate activities and ensure that they meet both the client's needs and interests as well as program standards of care.