



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

Reports to: Seniors Program Manager

Hours of Work: Casual – Monday through Friday

Location: 4295 Stagecoach Road, Sydenham, ON

Summary: The Adult Day Service (ADS) Assistant will work closely with and ADS Recreation Lead and other ADS Assistant staff to plan and implement an Adult Day Service. The ADS Assistant will work with groups or provide individual support for clients with differing needs. The ADS Assistant takes the lead on administrative reporting and provision of personal care services. Physical demands of the job include assisting with transfers, toileting, 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 acuties and attends case conferences as needed. Ensures client safety and reports concerns to Seniors Program Manager. Provides personal support services to all clients as required.

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.

Responsible for cuing and documenting medication assistance and bathroom reminders.
- Activation
Provides input to recreation programming. Is key member of program delivery team, working closely with ADS Recreation Lead and other ADS Assistants. Provides individual and group based activities for clients with differing needs.

Provides supervision of clients both at morning drop-off and afternoon pick up. Sets up the program room and kitchen for each day's activities and, at end of the day, cleans and prepares for the next scheduled activity in that room. Assists with transfers and toileting.
- Volunteer 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 Recreation 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/Chef. Takes lead on preparing and serving snack and lunch.

Responsible for washing all the dishes used by the ADS each day in accordance with public health standards.

- Administration
Takes attendance, works with staff on acuties, and submits monthly statistics to the Client Care Coordinator.

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.

Required Skills and Experience:

- Personal Support Worker Certificate 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 both verbally and in writing.
- Willing to learn Nesdatrak.
- Ability to provide personal care to clients.