



## UNION JOB DESCRIPTION

**JD1338**

<b>JOB TITLE:</b>	Activity Assistant	<b>JOB DESCRIPTION NO.:</b>	F.CI.15002A.001
<b>CLASSIFICATION:</b>	Activity Worker II ; Nursing Assistant I ; Transportation Attendant III	<b>GRID/PAY LEVEL:</b>	F 22
<b>COLLECTIVE AGREEMENT:</b>	Facilities Subsector	<b>HSCIS NO.:</b>	15002; 15301; 19003
<b>UNION:</b>	BCGEU; HEU	<b>JOB/CLASS CODE:</b>	15002A
<b>PROGRAM/DEPARTMENT:</b>	Long-Term Care; Home & Community Care; Seniors and Spiritual Care	<b>BENCHMARKS (If Applicable):</b>	15002; 15301; 19003
<b>REPORTING TO:</b>	Manager or designate		
<b>FACILITY/SITE:</b>	Nanaimo Regional General Hospital; Dufferin Place; Eagle Park; Cowichan District Hospital (Quw'utsun Valley Hospital); Cairnsmore Place; Cowichan Lodge Tertiary Care; Cowichan Lodge-Waldon House; Trillium Lodge; Chemainus Health Care Centre; West Coast General Hospital; Westhaven; The Summit at Quadra Village; Gorge Road Hospital; Yucalta Lodge; Brentwood House; Sluggett House		

### JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Under the general supervision of a senior position and in cooperation with the interdisciplinary team, the Activity Assistant assists with the provision of activation and socialization programs for residents/clients, and providing personal care assistance for resident/client participants as required.

### TYPICAL DUTIES AND RESPONSIBILITIES:

1. Sets up and carries out established leisure and mobility programs for assigned residents/clients, including organizing furnishings, supplies and equipment for projects and programs, and teaching activity techniques to the residents/clients.
2. Reviews resident/client leisure/activity involvement and gives input and suggestions to overall individual holistic residents/client care plans.
3. Observes and reports problems and/or changes in residents/clients' abilities, emotional well being and social behavior to the interdisciplinary team.
4. Assists with established meal programs, including serving and collecting meal trays and feeding designated residents/clients as required.
5. Assists with residents/client re-education in bed/toilet transfer activities and independent use of wheelchairs and ambulating aids, providing personal care assistance for resident/client participants as required.
6. Works with volunteers in daily recreation activities, by providing direction and demonstrating related techniques as required.
7. Transports residents/clients safely and efficiently utilizing mechanical aids, such as wheelchairs and stretchers.

8. Accompanies residents/clients off-site on outings or to appointments, and during social activities, to provide assistance as required.
9. Drives designated vehicle for community outings as per facility standards. Completes pre-trip and post-trip inspections.
10. Performs related clerical duties.
11. Responsible for the routine inspection/maintenance of vehicles, equipment and supplies used in the recreation and leisure activities, reporting any missing, broken, damaged or shortage of supplies, and maintaining a clean and tidy work area.
12. Performs other duties as required.

## **QUALIFICATIONS:**

### **Education, Training And Experience**

Grade 10 and completion of a recognised Activity Assistant Program, plus two (2) years of recent, related experience or an equivalent combination of education, training and experience. Valid BC Class IV driver's license (unrestricted). Registered with the BC Care Aide registry.

### **Skills And Abilities**

- Communicate effectively, both verbally and in writing.
- Deal with others effectively.
- Physically carry out the duties of the position.
- Teach.
- Organize work.
- Operate related equipment, such as a 11-25 passenger, lift equipped van.