



UNION JOB DESCRIPTION

JD1498

JOB TITLE:	Activity Assistant	JOB DESCRIPTION NO.:	F.NI.15002A.001
CLASSIFICATION:	Activity Worker II ; Nursing Assistant I ; Transportation Attendant III	GRID/PAY LEVEL:	F 22
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	15002; 15301; 19003
UNION:	HEU	JOB/CLASS CODE:	15002A
PROGRAM/DEPARTMENT:	Long-Term Care; Rural Health Services-Mt. Waddington Integrated Health Services	BENCHMARKS (If Applicable):	15002; 15301; 19003
REPORTING TO:	Manager or designate		
FACILITY/SITE:	Port Hardy Hospital - Eagle Ridge Manor (PPH); Cormorant Island Health Centre (AB); Cumberland Lodge (CU)		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health), patient & staff safety is a priority and a responsibility shared by everyone at VIHA; 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 provides 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 and experience placement participants/students 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. Carries out 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 recognized Activity Assistant Program, plus two (2) years of recent, related experience or an equivalent combination of education, training and experience. Valid BC Class 4 driver's license (unrestricted).

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.