



UNION JOB DESCRIPTION

JD1499

JOB TITLE:	Activity Assistant	JOB DESCRIPTION NO.:	F.NI.15002A.002
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:	Home & Community Care, Adult Day Programs	BENCHMARKS (If Applicable):	15002; 15301; 19003
REPORTING TO:	Manager or designate		
FACILITY/SITE:	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 the Manager or designate, the Activity Assistant assists with the provision of activation and socialization programs for clients, and provides personal care assistance for client participants as required.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Sets up and carries out established leisure and mobility programs for assigned clients, including organizing furnishings, supplies and equipment for projects and programs, and teaching activity techniques to the clients.
2. Reviews clients in Adult Day Program (ADP) /client leisure/activity involvement and gives input and suggestions to overall individual holistic client care plans.
3. Observes and reports problems and/or changes in clients' abilities, emotional well being and social behavior to the Manager or designate.
4. Assists with established meal programs, including serving and collecting meal trays and feeding designated clients as required.
5. Assists with client re-education in /toilet transfer activities and independent use of wheelchairs and ambulating aids, providing personal care assistance for client participants as required.
6. Works with volunteers in daily recreation activities, by providing direction and demonstrating related techniques as required.
7. Transports clients safely and efficiently utilizing mechanical aids, such as wheelchairs and stretchers.
8. Accompanies 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 12, completion of a recognized Activation 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). 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.