



UNION JOB DESCRIPTION

JD444

JOB TITLE:	Activity Aide - LMH	JOB DESCRIPTION NO.:	40233
CLASSIFICATION:	Program Coordinator I (Recreation)	GRID/PAY LEVEL:	F 27
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	15003
UNION:	HEU	JOB/CLASS CODE:	40233
PROGRAM/DEPARTMENT:	Medicine, Chronic Disease Management & Primary Health Care; Rural Medicine & Community Hospitals	BENCHMARKS (If Applicable):	15003
REPORTING TO:	Unit Manager, Therapist or designate		
FACILITY/SITE:	Various VIHA SI Sites (LMH)		

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 Unit Manager, Therapist or designate, develops and implements an activity program and helps to motivate patients and residents to improve and maintain their functional abilities by assisting with activities of daily living programs, crafts, entertainment, outings, and celebrations in the hospital and other appropriate locations.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Plans and implements an activity program involving activities such as arts and crafts, sports, music, cooking, gardening and exercises.
2. Sets up calendar of events/activities.
3. Monitors and evaluates patient/resident progress throughout activity programs and reports observations such as emotional well-being, social behaviour, or any changes in residents' condition to nursing staff as required.
4. Conducts group therapy programs by assisting patients in completing therapy activities such as exercise, mental stimulation and ambulation programs.
5. Oversees and assists patients in self-care skills and daily living skills.
6. Participates in patient conferences by providing information on residents' activities and socialization skills.
7. Communicates events to residents and staff by updating monthly calendar and bulletin boards.
8. Maintains work area by cleaning, transporting, storing and inspecting materials, equipment and supplies and reports malfunctioning or broken equipment to department head or designate.
9. Oversees inventory of equipment and materials and recommends purchase of same.
10. Maintains supply and organization of activity materials and prepares them according to guidelines for activities.
11. Prepares residents for activities at the hospital, for outings outside the facility, confirms details of proposed activity with nursing.

12. Provides direction to the Auxiliary and junior volunteers during activity programs and demonstrates related techniques as required.
13. Transports residents to and from recreational activities as required.
14. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Graduation from a recognized recreational program plus one year's recent related experience, or an equivalent combination of education, training, and experience. Valid Class 4 vehicle license (unrestricted).

Skills And Abilities

- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out duties of position.
- Ability to supervise.
- Ability to organize work.
- Ability to operate related equipment.