



Provincial Job Description

TITLE:
**(308) Assisted Daily Living Recreation
Worker**

PAY BAND:
12

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides personal care and social/recreation/leisure activities to enhance the physical and emotional well-being of clients/patients/residents.

QUALIFICATIONS:

- ◆ Continuing Care Assistant certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Ability to work independently
- ◆ Ability to work with special needs clients/patients/residents
- ◆ Valid driver's license, where required by the job

EXPERIENCE:

- ◆ Previous: Six (6) months previous experience in a health care environment.

KEY ACTIVITIES:

A. Activities / Events

- ◆ Arranges, delivers, monitors and evaluates recreational activities, events and programs to meet the abilities and needs of clients/patients/residents. (e.g., birthday parties, gardening, music/reading programs, baking, devotionals, exercises and mobility, holiday events).
- ◆ Arranges and/or accompanies clients/patients/residents on outings.
- ◆ Encourages and assists with clients/patients/residents interaction.
- ◆ Contacts and involves clients/patients/residents families in activities and events.
- ◆ Prepares, decorates and sets up the activity area (e.g., moving furniture) and organizes crafts or games.
- ◆ Obtains and/or purchases necessary equipment and supplies.
- ◆ Maintains communications through communication books, daily white boards, calendars and newsletters.
- ◆ Acts as liaison with/reports to nursing and therapy departments regarding client programs/participation.
- ◆ Maintains records of volunteers, activities and attendance.
- ◆ Provides occasional guidance to the primary function of others, including training.
- ◆ Responds to incoming/outgoing calls and inquiries.
- ◆ Schedules and records client attendance for billing purposes.
- ◆ Follows program activity guidelines.
- ◆ Manages and monitors clients/patients/residents activity money.

B. Clients / Patients / Residents Activity Monitoring

- ◆ Observes client/patient/resident reactions and documents responses to activity.
- ◆ Supports and monitors clients/patients/residents emotional, physical, cognitive ability and spiritual well-being.
- ◆ Participates in client/patient/resident care plan and multi-disciplinary/family meetings.
- ◆ Porters clients/patients/residents to and from events.

C. Client / Patient / Resident Care

- ◆ Assists with activities of daily living as per care plan (e.g., nutrition, personal care and mobility).
- ◆ Provides input into the development of nursing care plans.
- ◆ Provides bathing and grooming services (e.g., hair care, shaves, nail care, make-up).
- ◆ Dresses and undresses clients/patients/residents.
- ◆ Provides oral care (e.g., brushing natural teeth or dentures).
- ◆ Provides bowel and bladder care (e.g., suppositories, enemas, catheters, ostomy bags).

C. Client / Patient / Resident Care (cont'd)

- ◆ **Transfers/lifts and repositioning of clients/patients/residents (e.g., to and from bed, chair, commode, bath chair) using various aids and lifts, following assessment.**
- ◆ **Assists clients/patients/residents with range-of-motion and personal exercise programs.**
- ◆ **Prepares meals (e.g., plans, prepares, serves and cleans up), where required by the job.**
- ◆ **Assists with treatments as per care plan (e.g., ointments and simple dressings).**
- ◆ **Monitors and ensures proper nutrition and hydration (e.g., assist/feed, cut meats, tube feeds).**
- ◆ **Observes, reports (written and/or shift) and records physical and psychological observations/changes in client/patient/resident condition (e.g., skin/scars/tattoos, condition of feet/nails, mobility, nutrition, vital signs and glucose levels).**
- ◆ **Promotes the social, spiritual, psychological and emotional well-being of clients/patients/residents, monitors and reports to the care team changes in behaviour.**
- ◆ **Promotes good communication with clients/patients/residents and their support system.**
- ◆ **Provides medication assistance.**
- ◆ **Assists/porters/escorts clients/patients/residents to activities, appointments, outings (e.g. family visits, court appearances).**
- ◆ **Responds to patient call systems.**
- ◆ **Performs palliative and end-of-life care.**
- ◆ **Assists or provides pre-operative care.**
- ◆ **Assists with oxygen management.**

D. Related Key Activities

- ◆ **Cares for pets and plants in the facility.**
- ◆ **Maintains cleanliness of all related equipment and surroundings.**
- ◆ **Notifies appropriate department of required equipment repairs.**
- ◆ **Records and maintains clients/patients/residents charts.**
- ◆ **Files chart documents.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: March 16, 2023