



POSITION DESCRIPTION

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| POSITION TITLE: | HOME CARE ACTIVITY WORKER |
| DEPARTMENT: | HOME CARE |
| CLASSIFICATION: | HOME CARE ATTENDANT 1 & HOME CARE ATTENDANT 2 |
| UNION: | MGEU - COMMUNITY SUPPORT |

REPORTING RELATIONSHIPS

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| POSITION REPORTS TO: | HOME CARE RESOURCE COORDINATOR |
| POSITIONS SUPERVISED: | NOT APPLICABLE |

POSITION SUMMARY

Under the direction of the Home Care Resource Coordinator and in consultation with the Services to Seniors Specialist, the Home Care Activity Worker functions as a member of a multi disciplinary team. The Home Care Activity Worker assists in planning, organizing and implementing activities to seniors living in congregate settings. The Home Care Activity Worker is responsible for performing and assisting in client social and recreational activities, utilizing assessment, planning, implementation and evaluation as a framework for performance. The Home Care Activity Worker is flexible and able to function effectively in a dynamic and ever-changing health care environment.

The position of Home Care Activity Worker functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

Assist in the planning and provide active facilitation of social and recreational activities.

Assessment:

- Observes and recognizes deviations from normal in clients' basic care needs
- Assesses the environment for safety
- Assesses clients' needs; able to incorporate client feedback into planning

Planning:

- Plans and organizes workload
- Plans for client safety
- Plans and develops social and recreational programming incorporating ideas and suggestions from clients. Participates in and supports a team approach in the planning and development of the social and recreational programming.

Implementing:

- Approach promotes physical, psychological, cultural, social and spiritual well being of client
- Demonstrates the responsibility for and the application of concepts of caring, health and wellness in response to meeting basic human needs including: activity, clothing, comfort, elimination, hygiene, mobility, nutrition, recreation, rest, safety, social and spiritual needs
- Assists clients to maintain independence within their capabilities
- Provides care with consideration of dignity, individuality and privacy needs
- Demonstrates a caring interpersonal approach and able to communicate with others who are experiencing communication difficulties
- Demonstrates initiative to meet client needs
- Follows programming policies and procedures
- Practices proper body mechanics
- Demonstrates receptiveness to ideas and readily participates in implementing change

Evaluation:

- Participates in evaluation of changes and revisions occurring in client care programming and services
- Assists in measuring outcomes and evaluates effectiveness of programs

Professional:

- Performs role in a safe, responsible and accountable manner
- Knowledgeable in policies and procedures related to security and client safety
- Follows legislated requirements and ethical guidelines
- Maintains confidentiality of all data and information related to clients, families and programs
- Functions in a professional manner, always encouraging client autonomy to preserve dignity and self-esteem and promote quality of life
- Seeks supervision appropriately
- Reports significant information
- May be required to work with behaviorally difficult clients
- Pursuant to the Regional Health Authority Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Performs other duties as assigned
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QUALIFICATIONS**EDUCATION/CERTIFICATION:**

- Completion of a recognized activities/recreation program; Home Care Attendant certificate from an accredited institution an asset;
- Previous experience in providing personal care, assisting frail, cognitively impaired and physically disabled individuals;
- Has a genuine interest in health care for the elderly and disabled
- Commitment to continuing self-development and continuous quality improvement

SKILLS/COMPETENCIES:

- Demonstrated application of safe body mechanics and ability to lift up to 50 lbs.
 - Demonstrated knowledge of infection control practices
 - Ability to maintain privacy and confidentiality
 - Ability to communicate effectively with clients' families and coworkers both orally and in writing
 - Ability to work independently and as a member of a multidisciplinary team
 - Ability to prioritize and organize workload
 - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
 - Proficiency of both official languages is essential for target and designated bilingual positions
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - May be required to travel throughout the region as duties may require.
 - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules

and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.

- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: May, 2007
Date

Revised: September, 2015
Date

Approved by: _____
Regional Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Vice President, Human Resources Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.