POSITION DESCRIPTION: RECREATION ASSISTANT

DEPARTMENT: ADULT DAY PROGRAM

REPORTS TO: RECREATION COORDINATOR HOUSING

ROLE SUMMARY: Under the direction of the Recreation Coordinator, positions at this level carry out an established Adult Day Program (ADP).

DUTIES AND RESPONSIBILITIES:

1. Carries out ADP recreation programs such as arts and crafts, sports, music, games, cooking, cognitive programs, gardening, bingos, special events and exercises as directed. Sets up and organizes furnishings and equipment for recreation programs. Provides a safe environment, teaches methods of related activities to clients, supervises client activities and reports problems and/or changes to Recreation Coordinator.
2. Provides personal assistance and supervision with ADL's (usually toileting).
3. Carries out client recreation programs outside the facility. Checks that client has appropriate clothing, equipment and supplies required for the activity. Co-ordinates the movement of clients during the activity and teaches method of related activities.
4. Provides direction to volunteers during recreation programs and demonstrates related methods as required.
5. Maintains inventory of equipment, tools and supplies. Reports any problems to Recreation Coordinator.
6. Drives designated vehicle for community outings as per facility standards. Completes pre-trip and post-trip inspections.
7. Performs daily functions of the ADP such as calling clients; transportation setup; filing; charting; computer; faxes & printers.
8. Have an understanding of "Standards for Service Delivery & Performance Outcome in Adult Day Programs".
9. Performs other related duties as assigned activities.

QUALIFICATIONS:

A. Education, Training and Experience:

Completion of a recognized Activity Assistant Program
Completion of a recognized RCA Certificate
Valid First Aid
Valid BC Class IV driver's license (unrestricted)
Serving it Right
Food Safe
Knowledge and experience providing recreation programs to older adults

B. Skills and Abilities:

Ability to communicate effectively both verbally and in writing.
Ability to deal with others effectively.
Physical ability to carry out the duties of the position.
Ability to teach.
Ability to organize work.
Ability to operate related equipment, such as an 11-25 passenger, lift equipped van.