

**Position Title:** Recreation Assistant/Therapeutic Recreation Aide/Restorative Aide

**Department:** Long Term Care

**Reports To:** Resident and Family Services Manager

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## Purpose

Reporting to the Resident and Family Services Manager, the aide/assistant will provide recreation therapies to residents according to their assessed needs. The Aide/Assistant will work in collaboration with all other clinical care providers to optimize the resident's experience.

The Aide/Assistant is required to perform their duties in a manner that is consistent with the Core Values of the home that supports the 'Colour It' resident led philosophy of care to ensure resident safety, and demonstrate customer service excellence.

## Responsibilities

### *General*

- Provides for recreation and leisure activities including outings in accordance with established policy, physician's orders, the resident plan of care and within the scope of practice;
- Contributes to and sustains a plan of care to meet residents' assessed need;
- Assist in planning for assigned resident area activity calendars in accordance with the care plan goals and preferences of the residents on each home area;
- Responsible for maintaining accurate and complete records of care delivered;
- Demonstrates a professional working knowledge of all equipment used in the delivery of care;
- Follows all corporate policies and procedures; contributes to the development of site specific recreation therapy policies as indicated;
- Identifies appropriate therapeutic recreation goals and interventions on the care plans of identified residents;
- Seeks direction from the RFSM when resident need exceeds experience or scope of practice.

### *Care Coordination*

- Follows established job routines on a daily basis;

- Effectively participates in care conferences;
- Ensures that care provided is documented as required in a timely manner using the assigned documentation tools.

### *Quality Management*

- Participates in all aspects of the Quality and Risk management program as it pertains to recreation and leisure activities; and contributes to the development of recommendations for corrective action;
- Maintains personal accountability for completion of monthly audits as assigned;
- Participates in meetings on a regular basis and contributes to discussion and planning.
- Ensure all documentation is accurate and timely.

### *Financial Accountability*

- Ensures appropriate utilization of all supplies and equipment.

### *Human Resources*

- Participates in an effective orientation, and performance management process in accordance with County of Grey standards for all employees within the recreation department;
- Identifies learning needs and communicates to leadership within the home;
- Models positive working relationships with the union and employee representatives;
- Actively participates in the annual education program.
- Ensures appropriate utilization of all supplies and equipment.

### *Occupational Health & Safety*

- Advises supervisor or designate immediately of all staff incidents that may result in an Occupational Accident Claim, any concerns with the physical plant, incidents or injuries and completes required reports;
- Follows all health and safety policies and procedures. Works safely to reduce the risk of injury to self, co-workers, and residents;
- Wears personal protective equipment as designated;
- Maintains a clean, safe environment for residents utilizing infection control principles;
- Maintains a sound working knowledge of their roles and responsibilities during all emergency situations when working different shifts.

### *Family & Resident Relations*

- Contributes to positive customer service with residents and families in day to day work.

### *Ministry of Health Compliance*

- Contributes to good working relationships with relevant persons within the Ministry of Health and Long Term Care (MOHLTC);
- Knows MOHLTC legislation, regulation and process;
- Contributes to the implementation of processes and systems to ensure compliance to all standards on an ongoing basis.

### **Working Conditions**

- Modern facility, temperature controlled, smoke free environment;
- Hours of work include scheduled shifts and call-ins, and may include day, evening, weekdays and weekends. There is a requirement to work statutory holidays;
- Work is in a home-like medical care area and requires interaction with residents and their families. The workplace is fast paced, with frequent disruptions and distractions, while meeting preset deadlines. Must be flexible to changing needs of the residents, staff and operational issues, as they are presented.

### **Identified Hazards**

- Physical Demands Analysis outlined on pages 5 – 9;
- Potential exposure to bodily fluids through regular Resident contact;
- Some stress resulting from dealing with Resident care needs, behaviours and time pressures;
- Exposure to unexpected behaviours of Residents (i.e. yelling, swinging of arms, aggressive behaviours, etc.);
- Exposure to Occupational Diseases of Residents (i.e. Influenza).

### **Contacts**

#### *Internal Working Relationships*

Resident and Family Services Manager, other managers, other department staff, Residents

#### *External Working Relationships*

Families, MOHLTC Inspectors, Entertainers/Guests, contract service providers, volunteers

### **Knowledge and Skill**

- Recreation and Social Activity staff must have completed a diploma or degree in recreation/leisure studies, therapeutic recreation, kinesiology or other related

field from a recognized college or university or have qualifications as identified under the Ontario Regulations 79/10 67(1,2,3);

- Experience working in a long term care setting is an asset;
- Good oral and written communication skills;
- Ability to follow direction and work in a team environment;
- Knowledge of programming needs for older adults diagnosed with dementia;
- Willingness to work flexible hours including evenings and weekends;
- Basic computer skills (experience in computerized documentation an asset).

## Impact of Error

Errors may lead to ineffective performance and may result in injury to self, others and residents. Furthermore, errors may result in a loss of public confidence, credibility and create a liability to the corporation.