

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

Department: Long Term Care

Reports To: Resident and Family Services Manager

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.

PHYSICAL DEMANDS ANALYSIS

Company:	County of Grey	Supervisor/Manager:	Resident and Family Services Manager
Department:	Programs	Position:	Recreation Assistant/ Therapeutic Recreation Aide/ Restorative Aide
Date of Analysis:	August 6, 2008	Revision date:	
JOB SUMMARY	Position description	Recreation Assistant/Therapeutic Recreation Aide/Restorative Aide	
	Work Schedule	Days/ evenings/ weekends 8 hrs and 4 hrs shifts	
	Breaks	1 x 30 min, 2 x 15 min	
	Personal protective equipment	Gloves & eye wear if needed Masks if needed, aprons, oven mitts	
	Equipment or tool used	Carts, baking tools, gardening tools, games, ladder, chairs/tables, craft supplies, hot plates, exercise equipment, computer, plants/pots soil, paints	
See Job routines and job description for specific tasks and responsibilities			

LEGEND:

Frequency	Sel =seldom not daily <5% of shift	Low= low daily activity <1 to 3 hours = 33% of shift	Mod= moderate daily activity 3 – 6 hours = 66 % of shift	High= high daily activity > 6 hours =100% of shift
Required column	Identifies physical demands that are bona fide essential duties of the job.			
Side column	Refers to the limb used to perform the task E-either side D – dominant side B – both sides R or L = Right or Left side			

Category	Physical Demands	Required	Side	Frequency				Maximum force (kg)	Average force (kg)	Comments Explain Task Performed
				1 Sel	2 Low	3 Mod	4 High			
Strength	Lifting – floor to knuckle	X	B		X			10kg	10kg	Supplies
	Lifting-knuckle to waist	X	B		X			5 kg	10	Supplies
	Lifting-waist to shoulder	X	B		X			10kg	10	Supplies
	Lifting – over head	X	B	X				10kg	10	Getting supplies from storage, decorating rooms
	Carrying – with handles	X	B	X				10kg	5kg	Supplies
	Carrying without handles	X	B	X				10kg	10kg	Supplies
	Pushing-upper extremity	X	B		X			50kg	25kg	Carts, wheelchairs
	Pushing- leg/hip assist	X	B	X				50kg	25kg	Carts, wheelchairs
	Pulling – upper extremity	X	B	X				20kg	10kg	Carts, wheelchairs
	Pulling – leg/hip assist	X	B	X				20kg	10kg	Carts, wheelchairs
	Reach-shoulder or above	X	B/E	X				During exercise groups, getting supplies etc.		
	Reach above sh extended	X	B/E	X				During exercise group, getting supplies		
	Reach – below shoulder	X	B	X				As noted above		
	Reach-below sh extended	X	B	X						
	Handling	X	B/E		X			Activity programs, fine motor skills involved when pushing wheelchairs		
	Gripping	X	B/E		X			Activity programs, fine motor skills involved in most activities		
	Fine finger movements	X	B/E	X				Computer, crafts, games, paperwork		
	Neck Flexion	X		X				Exercise activities		
Postures and Mobility	Neck Rotation	X		X			As above			
	Neck Extension	X		X						
	Throwing	X	E	X			Light objects during games with residents			
	Sitting	X			X		Computer work, group activities, meetings			
	Standing	X	B			X	During activity programs			

Category	Physical Demands	Required	Side	Frequency				Maximum force (kg)	Average force (kg)	Comments Explain Task Performed
				1 Sel	2 Low	3 Mod	4 High			
	Walking	X	B			X		Walking to and from programs, transporting residents in chairs		
	Climbing	X	B		X			Stairs, bus		
	Bending	X				X		During activity programs, one on one chats with residents, outings, loading bus, etc.		
	Crouching	X	B	X				Loading bus, talking with residents in chairs		
	Kneeling/crawling	X	E	X						
	Balancing	X	B		X			Some activity programs require balancing, loading bus		
	Repetition hands	X	E		X			Computer work, small group activities		
	Repetition other body parts.	X	E	X						
	Dynamic postures	X			X			During some activities, loading and unloading the bus		
	Static postures.	X		X				Sitting on bus during outings		
	Hearing conversations	X				X		Ongoing throughout a shift		
Perception	Hearing other sounds	X			X			During activities, pagers, phones, equipment, fire alarms etc.		
	Vision- near	X					X	Ongoing throughout a shift		
	Vision – far	X				X		Ongoing throughout a shift		
	Vision – colour	X			X			Ongoing throughout a shift		
	Perception-spatial	X					X	Ongoing throughout a shift		
	Perception-form	X					X	Ongoing throughout a shift		
	Perception- depth	X					X	Ongoing throughout a shift		
	Feeling	X			X			Ongoing throughout a shift		
	Reading	X				X		Ongoing throughout a shift		
	Writing	X	D			X		Reports, resident documentation, etc.		
	Speech	X					X	Ongoing throughout a shift		
	Work indoors	X					X	Usually all shift		

Category	Physical Demands	Required	Side	Frequency				Maximum force (kg)	Average force (kg)	Comments Explain Task Performed
				1 Sel	2 Low	3 Mod	4 High			
	Work outdoors	X			X				Depends on the activity, what season	
Work Environment	Hot conditions >25 c	X		X					Summer heat, sun on outings	
	Cold conditions <10 c	X		X					Outings in winter, bus travel	
	Humidity	X		X					Outings in courtyard	
	Dust									
	Fumes	X		X					Bus exhaust	
	Hazardous machines	X			X				Lift on bus, gym equipment	
	Moving objects	X				X			Wheelchairs, carts, bus lift, etc.	
	Noise	X				X			In dining rooms, activity rooms, on bus, on outings	
	Electrical hazards	X		X					Electrical equipment used	
	Sharp tools	X		X					Gardening days, baking, etc.	
	Slippery conditions	X			X				Outings in winter months, travel in building ie: unnoticed spills etc.	
	Vibration			X						
	Chemical irritants	X		X					Use regular cleaning products	
	Medical waste			X						
	Blood products	X		X					May be exposed with residents at activities, etc.	
	Congested work area	X			X				Storage room, program office, activity rooms	
	Lighting-direct			X					When outdoors	
	Lighting – indirect	X				X			Indoor lighting	
	Lighting-florescent	X				X			Most lighting in building	
	Lighting-incandescent			X						
Travelling	X			X				Outings, travel to in services, workshops		
Work alone										

Category	Physical Demands	Required	Side	Frequency				Maximum force (kg)	Average force (kg)	Comments Explain Task Performed
				1 Sel	2 Low	3 Mod	4 High			
Other	Operate equipment or machinery	X						Bus, cooking devices		
	Public Interaction	X					X	Volunteers, residents, staff guests, entertainers, family members		