



IDENTIFICATION

Department		Position Title	
Northwest Territories Health and Social Services Authority		Adult Day Program Assistant	
Position Number(s)	Community	Division/Region(s)	
37-13129	Fort Simpson	Continuing Care Services/Dehcho	

PURPOSE OF THE POSITION

This position reports to the Nurse in Charge, Reg. Home Care Services. The Adult Day Program Assistant is responsible for promoting the quality of life for the clients attending the Adult Day Program through:

- Planned individual activities encouraging the client to participate in leisure and recreational activities.
- Plan and orchestrate group activities for this program.
- Co-ordinate programming in conjunction with other departments including but not limited to Home Care, Long Term Care, and Population Health.
- Co-ordinate volunteers from the community to assist in programming.

SCOPE

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tłıchʔ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginals. Health and social services includes the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

While the Tłıchʔ Community Services Agency (TCSA) will operate under a separate board and Hay River Health and Social Services Agency (HRHSSA) will in the interim, the NTHSSA will set clinical standards, procedures, guidelines and monitoring for the entire Northwest

Territories. Service Agreements will be established with these boards to identify performance requirements and adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.

Under the direction of the Minister of Health and Social Services, the NTHSSA is established to move toward one integrated delivery system as part of the government's transformation strategy.

The impact of the Adult Day Program Assistant is multi-facilitated within the context of the Northwest Territories Health and Social Services Authority. This position strives to maintain a high level of morale ensuring that the clients are comfortable and maintain a high quality of life. This position interacts and liaises with all other departments in the authority, community and volunteers. The incumbent must also be able to be sensitive toward other departments' concerns, and be able to articulate, in a tactful manner, these concerns, thus fostering a harmonious working relationship within the program. This tool and sensitivity must also be extended to the general public businesses, volunteer groups and organizations. The Adult Day Program Assistant must strive to be approachable and maintain an aura of social appropriateness on all occasions.

RESPONSIBILITIES

1. TO CLIENT:

- Provides opportunities for meaningful activity in order to maintain each person's optimal level of functioning as a total person in a healthful environment
 - Obtains an activity history for each client and assesses the needs and interests of the clients for activity
 - Plans, schedules and co-ordinates individual and group activities appropriate to the needs and interests of the client and promote quality of life.
 - Assists in formulating a planned program of reality orientation especially for those who are not able to participate in regular programs.
 - Documents and evaluates each client's participation in activities and ensures accurate record keeping and statistics are maintained.
 - Incorporates Northern themes and spirit into programs as appropriate.
 - Assists with personal care, including but not limited to toileting, transportation and transfers.
- Participates with the Home Care Team in the care planning process in order to:
 - Learn history, behavioral patterns, and goals for each client.
 - Assist in planning a goal-directed program pertaining to each client's needs and limitations.
 - Report on progress, attitudes, and behavior of the clients.
 - Assist with personal care.
- Safeguard the trust of clients, that information learned while providing services is confidential and is not shared outside the work environments of the Northwest Territories Health and Social Services Authority without the clients written permission or as legally required.

- Ensures that the following rights of the clients are maintained at all times:
 - Client and Family Confidentiality
 - Privacy
 - Respect
 - Individuality
 - Fair and equitable treatment
 - Civil rights (Including the right to voice complaint)

2. TO SUPERVISOR/FACILITY:

- Carries out administrative responsibilities
 - Assesses and utilizes appropriate resources within the program.
 - Advise Nurse in Charge of departmental supplies and equipment needs.
 - Prepares monthly reports and submits them to the Nurse in Charge.
 - Provides orientation to the activity program for all new employees and volunteers.
 - Evaluates, in co-ordination with the Nurse in Charge on a regular basis, the effectiveness of the activity program to ensure that goals and objectives are met.
- Cooperates with team to establish a therapeutic environment in the program.
- Establish and maintain effective liaison with appropriate agencies, staff, and volunteers.
- Minimizes liability concerns
- Performs all duties and assignments in accordance with established policies and procedures.
- Complies with all safety rules and regulations.
- Takes responsibilities during emergency and disaster situations.
- Uses proper body mechanics at all times.
- Accepts additional assignments within scope or training (formal and/or on-the- job), education, or experience. This involves assisting Home Care Team as the need arises.
- Participates actively in orientation programs, in service education, and on-the-job training.

WORKING CONDITIONS

Physical Demands

There are significant physical demands associated within this position including heavy lifting and moving of clients which puts stress on the back and other parts of the body. The incumbent must be diligent about the practices and procedures used to ensure the safety and security of themselves and the clients. The incumbent must spend much of their time walking, standing or lifting and will often be required to work in awkward positions. The incumbent must also be prepared to work weekends and some evenings, (which may be disruptive to home life) if required by the Nurse in Charge.

Environmental Conditions

The work environment can be stressful for clients, staff and visitors, and the incumbent may encounter people in difficult and dangerous situations and be required to react in a safe and efficient manner. The Stanley Isaiah Wellness Center houses a variety of potentially dangerous substances including cleaning chemicals, and medicines that could potentially cause harm to staff unfamiliar with appropriate safety and security measures. The incumbent must perform all duties and model all procedures with attention to hygiene, safety and security of themselves and their clients. The elderly and disabled can also place additional demands on the incumbent due to their age and condition.

Sensory Demands

Exposed to sights, sounds and smells of clients who may due to loss of various physical capabilities not use facilities appropriately (i.e. Miss the toilet, spit and incontinent).

Mental Demands

The incumbent is faced with stress from dealing with clients and family members who may be difficult to work with and who may be in difficult situations. There is significant emotional stress in providing care for clients who may be in a terminal or painful situation or who do not enjoy the quality of life of others due to their age and/or condition.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of recreational therapy.
- Basic knowledge of long term care or mental health care.
- Ability to work with people of different ages and cultures.
- Experience and knowledge of crafts and recreational activities and experience in planning individual and group programs.
- Knowledge of community resources and ability to liaise effectively with volunteers.
- Good oral and written communication skills.
- Must have tact, good judgment, and sincerity.
- Ability to relate to the aged and disabled.
- Knowledge of local Aboriginal language would be an asset but not a requirement.
- Working knowledge of northern culture and traditions.
- Time management and organizational skills.

Typically, the above qualifications would be attained by:

Grade 12 or equivalent; LPN or Activity Aide Course is preferable; previous involvement in community programs.

ADDITIONAL REQUIREMENTS

NTHSSA-Dehcho Regional Requirements

- Valid driver's license
- CPR and First Aide
- WHMIS

Position Security (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
READING COMPREHENSION:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
WRITING SKILLS:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Aboriginal language: Aboriginal Language - not specified

- ☐ Required
- ☒ Preferred