



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Adult Day Program Assistant	
Position Number	Community	Division/Region
48-13129	Fort Liard	Continuing Care Services/Dehcho

PURPOSE OF THE POSITION

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

This position reports to the Nurse in Charge, Regional Home Care Services.

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 Tlicho regions, covering 1.2 million square kilometres and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginals. Health and social services include 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 Tlicho Community Services Agency (TCSA) operates under a separate board and Hay River Health and Social Services Agency (HRHSSA) will in the interim, the NTHSSA sets clinical standards, procedures, guidelines and monitoring for the Northwest Territories. Service Agreements are 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 works within the context of the Northwest Territories Health and Social Services Authority. This position strives to maintain a high level of client 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. Provides opportunities for meaningful activity 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.

2. 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.



- 3. Contributes to the overall objectives of the team in ways such as, but not limited to, the following:**
 - Cooperates with team to establish a therapeutic environment in the program.
 - Minimizes liability concerns
 - Performs all duties and assignments in accordance with established policies and procedures.
 - Complies with all safety rules and regulations.
 - Uses proper body mechanics at all times.
 - Assists the Home Care Team as the need arises.
 - Participates actively in orientation programs, in service education, and on-the-job training.

- 4. 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.
 - Establish and maintain effective liaison with appropriate agencies, staff, and volunteers.

- 5. Safeguards 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.**

WORKING CONDITIONS

Physical Demands

Physical demands associated within this position including lifting and moving of clients, using correct, safe, and secure practices and procedures. Walking, standing, and working in awkward positions is often required.

Environmental Conditions

The job operates in a health centre environment, where there is direct contact with clients and visitors. The incumbent will be exposed to situations where clients lack control of various physical functions (i.e., miss the toilet, be incontinent, expectorate).



The centre also houses various cleaning and medications, and the job holder is expected to follow all instructions and procedures regarding safe containment and/or handling.

Sensory Demands

Due to their age and/or condition, elderly and/or disabled clients will require that the job holder use more than one sense simultaneously (i.e., sight, touch, hearing) to perform direct contact duties safely.

Mental Demands

The incumbent will be required to work weekends and some evenings. The incumbent will work with clients and family members who may be in difficult situations and struggling with how to react appropriately. The job holder will provide 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.
- Knowledge of crafts and recreational activities and experience in planning individual and group programs.
- Knowledge of long-term care or mental health care.
- Ability to acquire knowledge of community resources.
- Ability to liaise effectively with volunteers.
- Ability to work with people of different ages and cultures.
- Oral and written communication skills.
- Ability to demonstrate tact and judgment.
- Ability to relate to the aged and disabled.
- Time management and organizational skills.
- Ability to acquire knowledge of the culture and practices of the Indigenous people of the region.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

Completion of Grade 12, and involvement in community programs, whether paid or unpaid. Equivalent combinations of education and experience will be considered.



ADDITIONAL REQUIREMENTS

NTHSSA Regional Requirements

- Valid driver's license
- CPR with First Aid
- 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

Indigenous language: Indigenous Language - Not Specified

- Required
- Preferred