



## IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Activity Aide	
Position Number	Community	Division/Region
48-17230	Yellowknife	Continuing Care Services / Yellowknife Region

## PURPOSE OF THE POSITION

Under the supervision of the Supervisor, Recreational Therapy and direction of the Recreation Therapist, the Activity Aide implements activity programs and assists with planning for residents of the Yellowknife Region Long Term Care and/or Extended Care Homes which promote a sense of self-worth, independence, physical and mental well-being, and socialization. The Activity Aide ensures that programs are delivered in accordance with the Government of the Northwest Territories (GNWT) Inclusive and Respectful Workplaces and Living Well Together policies and training.

The incumbent will provide multifaceted clerical assistance for staff and residents of the Long-Term Care and Extended Care homes in accordance with the philosophy and objectives of Supportive Pathways (Carewest) model of care adopted by the Northwest Territories Health and Social Services Authority (NTHSSA) to ensure that the most efficient service to residents, their families, and staff are met.

## SCOPE

The NTHSSA is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tłı̨chǫ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-indigenous. 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 Tłı̨chǫ Community Services Agency and Hay River Health and Social Services Agency will operate under separate boards, the NTHSSA will set clinical standards, procedures,



guidelines and monitoring for the entire NWT. 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 YK Region encompasses approximately 50% of the population of the NWT and includes the City of Yellowknife, Dettah, Ndilo, Łutselk'e and Fort Resolution. The region provides a wide range of comprehensive health and social programs and services and serves as the territorial referral centre for the majority of clients who come from all other NWT communities, Kitikmeot Region, Nunavut and the mine sites for non-hospital, community-based health and social programs and services.

Like other healthcare providers throughout Canada, the YK Region of NTHSSA exists in a climate of rapid change, fiscal restraint, high turnover rates and the constant challenge to attract experienced healthcare professionals and meet the demand for increase in services and resources.

## **RESPONSIBILITIES**

### **1. Under the general supervision of the Supervisor, Recreation Therapy, organizes and implements appropriate activities for residents of the Long-Term Care/Extended Care Home.**

- Assists in the planning of the group programs outlined in general by the Recreation Therapist and Clinical Coordinator in a manner that meets both individual and
- group needs.
- Implements group programming according to planning.
- Reviews daily with the Clinical Coordinator the condition of all residents, in order to determine any changes in their functional levels.
- Promotes interaction with individuals or groups outside of the Home, through being aware of, seeking out, and engaging the services of willing and appropriate individuals and community resources in the activity program.
- Assists with updating each resident's program as necessary through the maintenance and submission of regular verbal and monthly written reports on each resident involved in the program to the Clinical Coordinator, Long Term Care/Extended Care Services.
- Documents any changes in the resident's chart and updates their care plan as needed to reflect current group activity involvement/participation.
- Takes residents on outings and ensures the appropriate procedures are followed.
- Works with the Recreation Therapist on individual programming when required for individual residents.



- Ensures the principles of Inclusivity and Cultural Safety are imbedded in all programming.

**2. Participates in the maintenance of supplies, equipment and work area.**

- Maintains an inventory of supplies and equipment necessary for the successful delivery of services.
- Works with the Recreation Therapist to order/purchase or repair equipment and supplies as needed for the successful delivery of programming.
- Recommends modifications or replacement of equipment or supplies based on current best practice.
- Creates a resource material library of activity and program ideas, materials/supplies, patterns, loan sources (e.g. for films), and any other items used for group or individual activities.
- Fabricates and acquires sample items for group projects as needed.
- Maintains a neat and safe craft area and an organized storage area.

**3. Assists the Recreation Therapist in the administration of the Activity Program.**

- Prepares and submits a monthly report of activities, duties performed, community resources utilized, resident attendances, etc., to the Clinical Coordinator, Long Term Care/Extended Care.
- Submits verbal and monthly written reports on the behavior, social, physical and cognitive functioning of each resident in the program.
- Prepares and submits the proposed activity schedule for the coming month to the Clinical Coordinator.
- Provides input to the Recreation Therapist on activity program development.
- On request, provides information on programming, supplies, materials and equipment to assist in making budget submissions.
- Arranges the sale of craft items produced in the program for fund-raising for special activity program needs.
- Works co-operatively with any volunteers participating in various components of the activity program.
- Is aware of all policies and procedures that may impact group and individual activities (e.g. food preparation, storage, and handling).

**4. Provides clerical assistance to Supervisor, Recreation Therapy and Recreation Therapists to ensure efficient service and continuity of care for the Activity Programming.**

- Answers telephone calls and relays messages to identified parties in a timely manner.
- Maintains accurate and up to date lists of residents and their activity levels.
- Documents in the resident chart when required.
- Reports any changes in residents' presentation related to group activities.



- Ensures the monthly calendar of activities is kept up to date at all times.
- Participates in meetings/rounds/case conferences as required.
- Research best practices for group and individual activities as required.

**5. Performs other assigned duties to ensure client needs are met, including but not limited to:**

- Assists with transfer of clients to other areas of the facility.
- Assists with serving of food at meals times.
- Assists residents to get to/from the outdoor patio space.
- Presents at various meetings about the activity program, as required.

**WORKING CONDITIONS**

**Physical Demands**

Exposure to physical fatigue, may be physically straining to push/pull wheelchairs, etc., on outings.

Expected to use equipment such as sewing machine, wood vice, etc.

**Environmental Conditions**

Exposure to outside elements during outings.

**Sensory Demands**

Exposure to extremely loud and repetitive noises.

**Mental Demands**

Chronic elderly/ cognitively impaired clients can be extremely difficult to work with and can cause mental strain/stress.

Also, some planning and implementation of activity programs is carried over unconsciously in the personal life of the employee.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Personal care experience, related experience of formal training in various crafts or
- Organizational ability.
- Good verbal/written skills.
- Cross cultural awareness.
- Ability to work with individuals of different ages, backgrounds and reduced physical or psychological functional capacities.

- 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:**

University or college training in a related field (preferred adult focus). Minimum of 2 years related experience (preferred in a clinical setting).

Applied use of Word, Excel and related computer programs. Class 5 driver's license for client outings.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

- Proof of Immunization in keeping with current public health practices is required.
- NTHSSA has several certifications that are required upon hire, depending on the area where the employee works, including but not limited to: Indigenous Cultural Awareness, Biohazardous Waste, Biosafety & Biosecurity, Infection Control, Workplace Hazardous Materials Information System (WHMIS) and others directly related to the incumbent's scope of practice.

**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:** Select language

- ☐ Required
- ☐ Preferred