



## IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Activity Aide	
Position Number	Community	Division/Region
48-4439	Inuvik	Continuing Care / Beaufort Delta

## PURPOSE OF THE POSITION

Under the direction of the Supervisor, Long Term, the Activity Aide plans and implements activity programs for residents of the Inuvik Long Term Care Unit which promotes a sense of self-worth, independence, physical and mental well-being, reality orientation and socialization.

As well, this position provides multifaceted clerical assistance for staff and residents of the Long Term Care Unit in accordance with the philosophy and objectives of the Northwest Territories Health and Social Services Authority (NTHSSA) to ensure that the most efficient service to patients, clients 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 Tłı̄chǝ 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 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 Tłı̄chǝ Community Services Agency will operate under a separate board and Hay River Health and Social Services Agency will in the interim, 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 NTHSSA administers health and social services to the residents of the Beaufort-Delta region in the NWT. The NTHSSA directly and contractually employs over 300 staff who delivers these services in 8 communities across the vast geographic area of the region. The NTHSSA provides and supports the delivery of services to adults and children on an inpatient, outpatient and outreach basis through the Inuvik Regional Hospital (the Hospital), a 47 inpatient bed accredited facility; 7 community health centers; and 14 other sites, including social services and dental therapy offices, a public health clinic, and various group homes. The annual operating budget for The NTHSSA is in excess of \$50 million.

Located in the Inuvik, the Activity Aide reports to the Supervisor of Long Term Care, and is responsible for the development and implementation of activity programs. This position serves a 25, Long Term Care Unit within the NTHSSA BDR.

## **RESPONSIBILITIES**

### **1. Under the general supervision of the Supervisor LTC organizes and implements appropriate activities for residents of the Continuing Care.**

- Specific planning and implementation of the group programs outlined in general by the Supervisor LTC in a manner that meets both individual and group's needs.
- Reviewing daily with the Supervisor, LTC the condition of all residents, in order to determine any changes in their functional levels.
- Promoting interaction with individuals or groups outside of the LTC Unit, through being aware of, seeking out, and engaging the services of willing and appropriate individuals and community resources in the activity program.
- Participating in the Elder Day Program planning and activities.
- Helping to update each resident's program as in necessary through the maintenance and submission of regular verbal and monthly written reports on each resident involved in the program to the Supervisor, LTC.
- Taking residents on outings and ensuring the appropriate procedures are followed.
- Maintaining an inventory of supplies and equipment.

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

- Maintaining an inventory of supplies and equipment.
- In consultation with the Supervisor LTC, order equipment and supplies, and initiating requisitions for purchase/repair of equipment.
- Recommending modification or replacement of unit equipment or alterations.
- Creating a resource material library, re: activity and program ideas and materials/supplies, patterns, loan sources (e.g. for films), etc.
- Fabricating and acquiring sample items for group projects.
- Maintaining a neat and safe craft area.

**3. Assisting the Supervisor LTC in the administration of the Activity Program.**

- Preparing and submitting a monthly report of activities, duties performed, community resources utilized, client attendances, etc., to the Supervisor LTC.
- Submitting to the Supervisor LTC verbal and monthly written reports on the behavior, social, physical and cognitive functioning of each resident in the program.
- Preparing and submitting to the Supervisor LTC the proposed activity schedule for the coming month.
- Providing input to the Supervisor LTC on activity program development.
- On request, providing the Supervisor LTC with information on programming, supplies, materials and equipment to assist in making budget submissions.
- Arranging the sale of craft items produced in the program for fund-raising for special activity program needs.
- Working co-operatively with any volunteers assigned by the Supervisor LTC to various components of the activity program.

**4. Maintains and updates the information systems in Continuing Care for admissions and discharges in accordance with hospital confidentiality policies.**

- Follows the required procedures for registering all clients including obtaining information, which is then entered or updated in MediPatient system.
- Follows the required procedures for all clients admitted to inpatient unit.
- Completes the discharge of all inpatients by following required procedures and by entering/updating all necessary information in the MediPatient system.

**5. Provides clerical assistance to staff and physicians to ensure efficient service and continuity of care.**

- Answers telephone calls and relays messages to identified parties in a timely manner.
- Prepares in-patient charts for admission, discharge, transfer and return to medical records.
- Ensures that all out of province/country/Workers' Safety and Compensation Commission (WSCC) client's health care information is adequately established for medical billing purposes.
- Assisting in discharge of patients such as faxing prescriptions and discharge summaries to health centers, booking travel arrangements and follow-up appointments for clients.
- Delivery of laboratory specimens and equipment to other departments as required.
- Other duties as assigned by the Manager of Hospital Nursing.

**6. Continuously monitors medical and dietary supplies to ensure the level of stock supplies is appropriate to meet client needs.**

- Orders medical and dietary supplies under the supervision of the Supervisor LTC.
- Stocking of supplies when delivered from stores or support services.
- Maintains a record of purchase orders received and pending.
- Monitors expired equipment/supplies and returns to supplier.

## **7. Performing other assigned duties to ensure client and staff needs are met.**

- Updating manuals as required.
- Updating staffing telephone numbers and ward information book.
- Assistance with transfer of clients to other areas of hospital and delivering meal trays to clients.

## **WORKING CONDITIONS**

### **Physical Demands**

Incumbent will be required to push/pull wheelchairs, etc., on outings. Physical effort will also be required for managing equipment / supplies and crafting equipment.

### **Environmental Conditions**

Exposure to outside elements during outings, accident hazards and illness / communicable diseases.

### **Sensory Demands**

Required to use observational skills for inspection of equipment to ensure safety and to ensure the wellness and safety of residents.

### **Mental Demands**

Position requires incumbent to work with clients in a long term care setting and where emotional distress may be encountered.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the culture and traditions of northern peoples in the Beaufort Delta region and able to work effectively in a cross-cultural situation.
- Knowledge of client confidentiality policies and application of these policies to ensure strict client confidentiality.
- Knowledge of and ability to operate general office equipment and skilled in the use of a computer and Microsoft programs/ applications in order to send and receive emails, schedule, conduct research and complete reports and resource materials.
- Time management, organizational and problem solving skills.
- Oral and written communication and report writing skills
- Ability to take direction and to plan and implement activity programs for LTC residents.
- Ability to maintain accurate inventories.
- Ability to create a resource material library,
- Ability to maintain records and file management.
- Ability to motivate and guide participants to participate in activities while being sensitive to individual needs and cultural diversity.
- Ability to work with individuals of different ages, backgrounds and reduced physical or psychological functional capacities.

- Ability to commit to activity upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitive approaches in the workplace.

**Typically, the above qualifications would be attained by.**

Lived experience of the cultures of the Indigenous people of the Beaufort Delta Region, and a high school diploma and a minimum of one (1) year of paid or volunteer experience working with elders or other vulnerable populations, or in an administrative capacity.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

- Proof of immunization in keeping with current public health practices.
- Class 5 driver’s license for client outings.
- Current First Aid and CPR training.

**Position Security**

- 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