

VILLA CATHAY CARE HOME SOCIETY

JOB DESCRIPTION

JOB TITLE: Activity Assistant

Department: Recreation

Report to: Leader, Recreation Therapist

Classification: FBA, Grid 22

JOB SUMMARY:

Under the direction of the Recreation Therapist and guided by the mission, vision, and values of Villa Cathay Care Home Society, this position conducts and delivers various recreation programs in group or one-on-one to meet the physical, social, cultural, and spiritual needs of the residents.

Key DUTIES AND RESPONSIBILITIES:

All the duties and responsibilities below are matched benchmarks for Recreation Assistant (matching Activity Worker II bench mark, grid 22), and Transportation Attendant III (grid 14) of the Facility Agreement

1. Carries out resident recreation programs such as arts and crafts, sports, music, gardening, exercises, and outings according to the established program guidelines protocols.
2. Offers a variety of programs to residents according to the functional ability, care needs, characteristics, and preferences. Observes and documents residents' preferences and responses, reports to and consults the Recreation Therapist for adjustment on the resident's person-centered recreation plan.
3. Reports relevant observations of residents' progress and behaviour by communicating concerns and/or changes of residents' condition to the supervisor and/or interdisciplinary team members. Follows interdisciplinary behavioural modification plan if applicable.
4. Sets up and organizes furnishings, appliances, and equipment for recreation programs. Coaches residents to learn or refresh on the techniques or skills, and encourages participation.
5. Invites and encourages residents of recreation programs schedule. Coordinates with members of the care team to support residents' participation of recreation programs of choice.
6. Takes attendance, oversees the process of programs, and provides inputs to the Recreation Therapist for further program development.

7. Organizes and carries outings during the summer months or for special occasion. Liaises with the care team to have residents well prepared to create a positive social experience to enhance residents' sense of health and wellbeing.
8. Transports up to 15 residents by driving the facility bus for recreation and social programs outside of the care home. Collaborates and coordinates with other team members and volunteers to safely embark and disembark residents. Performs routine inspection and basic maintenance duties on the facility bus such as securing load, cleaning, checking belts, lights and tires and maintaining fluid levels. Reports repair as required.
9. Provides direction and orientation to volunteers for the recreation programs. Monitors and reports to the Recreation Therapist volunteers' effectiveness and goal alignment with the organization.
10. Maintains inventory of supplies and materials, and reports malfunctioned equipment and supply needs to appropriate staff.
11. Make eye appealing posters for recreation programs and special events to attract residents' attention and increase participation.
12. Performs other related duties as assign.

QUALIFICATIONS

Education, Training and Experience

- Degree or diploma from a recognized post-secondary program in psychology, education, kinesiology, social work, or an equivalent combination of education and experience.
- Minimum 1 year of recent experience in delivering activity/recreation programs in a residential care setting.
- Current Basic First Aid and CPR Certificate
- Current BC Class 4 driver's license or eligible and able to obtain a Class 4 driver's license within one year of the employment.

Knowledge, Skills, Abilities and Attributes

- Ability to effectively listen to residents and to understand their needs through verbal and non-verbal communication
- Ability to use basic function of Microsoft Office suite of tool and data entry
- Demonstrated interest and passion in working with seniors and to promote wellbeing in all aspects
- Ability to deal with others and resolve conflicts in an effective and collaborative manner.
- Ability to co-operate with members of a multi-disciplinary team.
- Physical and psychological ability to carry out the duties of the position.
- Ability to organize work and prioritize tasks according to the organizational goals.
- Ability to operate related equipment.
- Ability to communicate effectively both verbally and in writing.
- Ability to train others.

- Ability to speak and write Chinese an asset.

How To Apply

Please kindly email your resume to **info@villacathay.ca**, and indicate the position that you would like to apply for. Due to the high volume of applications, only those selected for an interview will be contacted. Thank you for your understanding.