

<b>JOB TITLE:</b>	<b>Activation Aide</b>	<b>PAGE: 1 of 3</b>
ORIGINATION DATE:	Pre-1999	DIVISION: Long Term Care
PAST REVISIONS:	December 2013	DEPT: Programs
CURRENT REVISION:	May 2015	REPORTING TO: Director of Resident Programs

**JOB SUMMARY:**

As a valued member of the team, the Activation Aide demonstrates a commitment to resident safety by providing quality care in accordance with the organization’s vision and mission.

The Activation Aide reports to the Director of Resident Program (and Admissions) and is responsible for planning, implementing, and evaluating leisure programs in the home that meet the social, emotional, physical, spiritual and intellectual needs of residents with a wide range of physical and cognitive abilities.

**RESPONSIBILITIES:**

- Responsible for all aspects of resident programs including but not limited to planning activities, purchasing supplies, decorating, setting up, facilitating, supervising and assisting residents, cleaning up, documenting, and evaluating.
- Participate in planning 1:1, small and large group activities, and special events that meet the social, emotional, physical, spiritual, and intellectual needs of the residents.
- Reevaluate *new and/or modified* programs according to resident needs.
- Organize and facilitate community outings according to resident needs.
- Actively and effectively facilitate programs in the home including but not limited to 1:1, small group, large group, and special events.
- Complete resident assessments and establish goals and interventions based on the residents identified needs and problems.
- Complete documentation related to programming including but not limited to assessment, attendance, progress notes, care plans, and quarterly reviews.
- Effectively communicate and promote all programs offered by the home i.e. create posters, advertisements etc.
- Assist in the development of the newsletter.
- Decorate appropriately for seasonal events, special events, and holidays.
- Participate in the homes Continuous Quality Improvement Program including but not limited to the completion of audits and ongoing program evaluation.
- Support and effectively utilize volunteer resources in the provision of programs.
- Ensure effective communication with all residents, family members, team member and volunteers.
- Work collaboratively as part of a multidisciplinary team including but not limited to resident, family, nursing, dietary, environmental, and restorative care.
- Support Pastoral Care Services, Palliative Care, and the activities of the Residents’ Council.
- Participate in departmental meetings, home specific committees, and multidisciplinary care conferences when required.
- Comply with all organization policies, procedures, and practices.
- Appropriately utilize and maintain department supplies and resources.
- Seek opportunities to collaborate with other therapy programs i.e. pet therapy, music therapy, art therapy, and to connect the home with the community.

- Maintain awareness of changes within the profession and seek continual educational opportunities.
- Work in accordance with the organization's Health and Safety Policies and Procedures and in compliance with the Occupational Health and Safety Act;
- Perform other duties as required.

**QUALIFICATIONS:**

- Experience working with seniors, particularly in a long term care setting.
- Knowledge of community resources.
- An energetic individual that possess effective leadership, organizational and interpersonal skills.
- Demonstrate initiative, and the ability to work independently and/or in a team setting.
- Innovative resident-centered approach to programming.
- Previous experience in program planning, documentation, and evaluation required.
- Competency in MedeCare, MS Office an asset.
- Effective verbal and written English communication skills required.

**EDUCATION:**

- Post-secondary diploma or degree in activation, recreation and leisure studies, therapeutic recreation, kinesiology or other related field from a community college or university or
- Current enrollment in a community college or university in a diploma or degree program in such a field
- Current Standard and/or Emergency First Aid and CPR Certification.
- Food Handlers Certificate required

**WORKING CONDITIONS:**

- Interaction with male and female residents of all ethnic and cultural backgrounds;
- Combination of natural light and fluorescent lighting;
- Exposure to the elements (external building and property);
- Exposure to variable temperatures both hot and cold;
- Lifting alone and with assistance;
- Pushing/pulling content;
- Crouching, kneeling, stooping/bending for short periods of time;
- Walking and climbing stairs frequently;
- Standing for long periods of time;
- Engagement and/or exposure to various therapy programs focused on providing residents with the highest quality of life in our Homes including but not limited to pet therapy, spiritual events and musical therapy.

I acknowledge I have read, understand and agree to perform the duties listed in the above job description

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

CC: Employee File