



Hay River Health & Social Services Authority | Administration des services de santé et des services sociaux de Hay River
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Job Description

IDENTIFICATION

<i>Position Number</i>	<i>Position Title</i>	
U-03-105-U141-05	Activity Coordinator	
<i>Department</i>	<i>Position Reports To</i>	<i>Site</i>
Long Term Care	Manager of Continuing Care	Woodland Manor/ Hospital Long Term Care

PURPOSE OF THE POSITION

The incumbent is responsible for organizing and implementing the recreation programs that are designed to contribute to the physical, emotional, intellectual, social and spiritual needs of the residents, under the direction of the Manager of Continuing Care. This position exists to enhance the quality of life for the residents in accordance with the goals and objectives, policies and practices of HRHSSA.

SCOPE

This position may be located at one of the Hay River Health & Social Services Authority (HRHSSA) locations. They include the Hay River Regional Health Center (HRRHC), the Gensen Building, Woodland Manor, Supportive Living Services and/or H.H. Williams Memorial Hospital (HHWMH). The HRHSSA is an accredited, integrated health authority that provides the following services: 19 acute inpatient beds (14 Community Support Beds, 1 Family Suite (Palliative), 2 Secure Rooms, 2 Observation beds), Emergency and Ambulatory Care, including dialysis and endoscopy; Midwifery Care and Delivery; 25 Long Term Care beds; Supportive Living Campus, a Territorial campus providing 11 permanent residences; Diagnostic Services (Diagnostic Imaging, Ultrasound, Mammography); Laboratory; Medical and Specialty Clinics including Diabetes programming; Social Programs (Community Counselling, Healthy Families and Child and Family Services) Community Health and Home Care, Rehabilitation which include Physiotherapy, Occupational Therapy and Speech Language Pathology; and a full range of Support Services.

The Activity Coordinator is a member of the resident care team. Under the direction of

the Manager of Continuing Care, the Activity Coordinator coordinates and delivers recreational activities to the residents of Woodland Manor and the Long Term Care Unit, utilizing in-house and community resources. This position provides therapeutic recreation, entertainment, and a diverse amount of activities that are physical and mental stimulation to the residents. The Activity Coordinator provides support to the multi-disciplinary team and recognition for our volunteers. For the community, this position provides guidance and support for individuals to play a role as a volunteer to the residents.

RESPONSIBILITIES

- 1. As a member of the resident care team, provide services in accordance with established policies, procedures and standard of care to promote the overall quality of life for residents.**

Main Activities:

- Participating in assessing the physical, mental, emotional and behavioral capabilities of each client to perform recreational activities best suited for the individual.
- Participating in an inter-disciplinary treatment approach and assists in planning a goal directed program pertaining to each individual's needs and limitations.
- Participating in resident, family and volunteer teaching as required.
- Providing a trusting relationship in a non-threatening environment recognizing the cultural and ethnic origin of each individual.

- 2. As part of an inter-disciplinary team in accordance with HRHSSA policies and procedures, plans and implements individual and group activities in order to maximize the psychosocial function of each resident.**

Main Activities:

- Developing a therapeutic recreational care plan including assessment, participation, expected outcomes and evaluation of activity programs.
- Sharing with co-workers learned database, problem lists, initial plans, and progress notes.
- Implementing determined programs addressing the team's general treatment goals.
- Creating a non-threatening atmosphere to enhance/encourage an optimal level of social and emotional independence.
- Facilitating and creating a personalized environment for each individual, as required.
- Providing diversion activities for those who are unable to be involved in the activity program.
- Attending and participating in staff meetings, conferences for resident management, activity program development and educational in-services.

- 3. Evaluates the effectiveness of planned activities, in accordance with**

expected outcomes, to ensure individual resident needs are met.

Main Activities:

- Preparing monthly statistics and reports of activities, i.e. duties performed, resources utilized.
- Maintaining monthly records regarding the participation and the performance of the residents.
- Ensuring an inventory of supplies/equipment is current and updated regularly.
- Operating pertinent mechanical equipment appropriately.

4. Acquires items for residents in accordance with HRHSSA policies and procedures to ensure residents' personal needs are met.

Main Activities:

- In consultation with nursing staff, ensuring that the residents have adequate clothing and hygiene supplies.
- Shopping on behalf of the residents and the Activity Program as needed.
- Maintaining accurate records of receipts for all expenditures of individual funds on behalf of the residents and of the Activity budget.

5. Organizes and implements fund-raising and obtains donations for activity programs in accordance with the HRHSSA policies and procedures, in order to obtain the necessary program funds and to involve community in the life of the residents.

Main Activities:

- Arranging the sale of craft items, produced by the programs, i.e. Christmas crafts.
- Fund-raising and seeking donations from community for special events and outings.
- Organizing and assisting the coordination of volunteers for program activities.
- Utilizing the services of volunteer groups, individuals and/or families according to the needs of the individuals and the programs.
- Ensuring that all residents and the community are aware of activities, by effectively promoting and advertising these services (i.e. Newsletter).
- Other duties as required

Position Role in Client & Staff Safety:

The HRHSSA is committed to creating a culture of safety throughout the organization. A culture of safety is necessary to provide optimal care to our clients, and a healthy workplace for staff. An organization with a culture of safety is characterized by several elements:

- Client-centered care;
- Healthy workplace;

- Open communication; and a
- Blame-free and accountable environment.

All staff throughout the organization shares the responsibility for client and staff safety by:

- Demonstrating a commitment to safety;
- Complying with safety policies, procedures and best practices;
- Identifying and reporting safety issues; and
- Participating in safety initiatives.

Commitment to Client Centered Care

Recognizing that our clients are the experts for their own lives, the Hay River Health & Social Services Authority (HRHSSA) is committed to support our clients as leaders to accomplish the goals that they have set out for us in their personal care. The (HRHSSA) will endeavor to provide client centered care through the following:

- Involving clients in their care by reducing barriers that may inhibit our ability to help them.
- Providing a culture that will ensure clients have a voice and participate in their own personal care.
- Empowering clients through improving client satisfaction, enhancing the quality of care and ultimately the quality of life for our clients.
- Focusing on the experience of the client from their perspective and listening to their needs.
- Fostering collaboration between the client and organization by working together to achieve our goals.
- Providing continuous dialogue with the clients to ensure that each and every client is seen as a unique individual.
- Ensuring staff are provided with the training and tools required to complete the best job possible.

Criminal Record Check

Employment with the Hay River Health & Social Services Authority is contingent on providing a satisfactory criminal record check including the vulnerable sector check to the Human Resources Office prior to the official start date of a position.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of geriatrics and the aging process
- Good communication skills to effectively interact with the residents' care team and community
- Ability to develop a network of resources within and outside the organization
- Ability to motivate and guide residents to participate in activities
- Sensitivity to cultural diversity

- Ability to work independently with minimal supervision
- Knowledge of recreational activities appropriate for the residents
- Be a creative and innovative thinker by providing a variety of activities to challenge residents
- Good manual/mechanic, physical skills are required to push residents' wheelchairs, set up activities
- Good mathematical skills are required for fund raising and purchasing personal articles for the residents

This level of knowledge is normally acquired through a grade 12 education and training in Recreational Leadership program, Rehabilitation Aide, or Developmental Services Worker. A combination of education and experience may be considered. Two years experience is desirable. Must have a current Class 4 drivers' license with a clean driving record or a willing to obtain a Class 4 license within 6 months of hire. CPR, WHMIS, Back Injury Prevention Program, handwashing training required with annual certification. Supportive Pathways and Food Handling training is required, when available. Non Violent Crisis Intervention is desirable.

WORKING CONDITIONS

Physical Demands

Physical lifting and pushing of resident's wheelchairs while in the building and in and out of the van during outings. (Medium intensity, 2 hour/day)

Physical lifting of supplies and boxing that may be greater than 5 lbs. (Medium intensity, 2 hr/day)

Possibility of injury such as falls while working from differing heights. (Low intensity, 2 hour/day)

Environmental Conditions

The incumbent is exposed to threat for safety/security due to the potential risk of their client's behavior of acting out. I.e. verbal and physical abuse. (High intensity, exposed to the risk daily)

Exposed to animals during Pet Therapy program. (Low intensity, 1 day/month)

Sensory Demands

Odors and smells related to resident's/ client's personal care.

The incumbent requires use of hearing, sight and touch in order to accurately and on an ongoing basis assess the appropriateness of clients at differing cognitive and physical levels participating in the offered activity. (Low intensity, daily)

Mental Demands

The incumbent is exposed to emotionally disturbing experiences from clients that can be verbally and/or physically abusive. (High intensity, exposed to the risk daily)

Dealing with clients who may be resistant or unable to participate in planned activities may result in frustration and mental fatigue. (Medium intensity, exposed daily)

Dealing with language and cultural differences that could cause confrontational situations. (Low Intensity, exposed daily)

Meeting ongoing demands of the gerontological/disabled clients and their special needs. (Low intensity, daily basis)

CERTIFICATION

Position Number: U-13-105-1590

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Director/Chief Executive Officer Signature</p> <p>_____ Date</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p>	

The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.

November 20/00

March 29, 2005 – editorial changes only

Updated June 26, 2006

October 3, 2006 – editorial changes only

July 15th, 2010- editorial changes

July 2010-name change

May 2016-editorial changes

June 2016 - scope

May 2017 – logo, scope, commitment statement