



Job Description

<i>Position Number</i>	<i>Position Title</i>	
SS1590	Summer Student Continuing Care	
<i>Department</i>	<i>Position Reports To</i>	<i>Site</i>
Continuing Care	Manager of Continuing Care	Woodland Manor/Supportive Living Services

PURPOSE OF THE POSITION

The student assists the Woodland Manor Activity Coordinator or Supportive Living Services Resident Service Coordinator in providing 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 student is primarily located in Woodland Manor and Supportive Living Services. Students may need to work on-site at other Hay River Health and Social Services Authority (HRHSSA) locations or off-site when participating in community inclusion activities.

RESPONSIBILITIES

The student is responsible for promoting the safety and well being of residents while providing presence and assistance during activities that improve quality of life.

Main Activities:

- Providing a trusting relationship in a non-threatening environment
- Recognizing and respecting cultural and ethnic diversity
- Assisting and/or facilitating activities at Woodland Manor or Supportive Living

- Service under the direction of the Activities Coordinator or Resident Service Coordinator, which may include gardening with residents, pet therapy, arts and crafts, puzzles, baking, fundraising or committee work, reading and/or visiting one-to-one, playing musical instruments or singing for and with clients, walking or other physical activities and playing bingo, games or cards
- Driving or accompanying residents to appointments
 - Supporting residents with community inclusion activities which may include community events, volunteer opportunities, work placements, personal shopping, grocery shopping and other recreational activities
 - Providing healthy meals, snacks and drinks to residents following dietary guidelines and restrictions

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 residents, 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;
- Mandatory training; and a
- Blame-free and accountable environment.

All staff throughout the organization shares the responsibility for resident 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 residents are the experts for their own lives, the Hay River Health & Social Services Authority (HRHSSA) is committed to support our residents as leaders to accomplish the goals. Each resident has individualized goals that they have set out for us in their personal care plan. 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

- Good communication skills to effectively interact with the residents' care team and community
- Ability to motivate and guide residents to participate in activities
- Sensitivity to cultural diversity
- 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
- Must be enrolled in a post secondary institution

WORKING CONDITIONS

Physical Demands

Physical lifting and pushing of resident's wheelchairs in the building and in/out of the vehicle 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 resident's engaging in risk behaviour, 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>_____</p> <p>Volunteer Signature</p> <p>_____</p> <p>Printed Name</p> <p>_____</p> <p>Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____</p> <p>Supervisor Title</p> <p>_____</p> <p>Supervisor Signature</p> <p>_____</p> <p>Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____</p> <p>Director/Chief Executive Officer Signature</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p>	<p>_____</p> <p>Date</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.