

BLOOD TRIBE DEPT OF HEALTH INC.

Job Description

TITLE: Activity Assistant
DEPARTMENT: Kainai Continuing Care Center
DATE CREATED: November 2020

REPORTING TO: Office Manager

POSITION SUMMARY

The Activity Assistant will:
Provide support and assistance to the Recreational Therapist in Long Term Care.

ROLES AND RESPONSIBILITIES

Activity Assistant

- Submits required client satisfaction/data collection (eSDRT) on a monthly basis.
- Assist with the delivery of the Recreational Therapy program.
- Liaison with Long Term Care staff regarding client's needs for medical equipment.
- Maintains client records of the Recreational Therapist program by recording accurate and adequate information on the client record following the charting, forms and policies of the Blood Tribe Dept of Health Inc. and other legal requirements.
- Participates in staff meetings and appropriate in-services.
- Performs other duties as required and where appropriate.
- Assist with Recreational Therapist stats.

1. Integrated Quality Management Framework

- Engage in Client Safety initiatives.
- Participate in the process to seek client input and feedback with respect to service quality.
- Ensure concept and principles of the Risk Management Program are enforced in daily services and operations.
- Support Occupational Health and Safety initiatives.

PROFESSIONAL QUALIFICATIONS

- Current CPR certification, to be re-certified annually.
- Current First Aid certification, to be re-certified every three years.
- Other certification/competencies as required by program/department i.e. WHMIS, PPE, etc.

PERSONAL QUALITIES

- Strong communication and interpersonal skills to provide effective interaction between all persons, including co-workers.
- Maintains confidentiality of information regarding clients, physicians, employees, financial and operational status of the organization.
- Works independently and effectively as a team member and within a multi-disciplinary team environment.