

JOB DESCRIPTION

Position Title: Adult Day Program (ADP) Assistant

Department: Adult Day Program

Location: Two Program Locations (Forest Park, Hawkesbury)

Reports to: ADP Coordinator

Date Approved: March 2023

Job Statement

Under the direction of the ADP Coordinator, the ADP Assistant is responsible for using the PIECES framework to plan and implement activities for the program participants. The ADP Assistant ensures the quality of client care by assisting clients with activities of daily living and by using a dynamic approach to engage clients in safe and person-centered recreational activities.

Essential Functions

Service Delivery:

- Assists in the creation, implementation, and with updating client care plans with personalized goals for each client based on their interests and capabilities. Ensures that daily activities support and align with care plans.
- Works with the ADP team to create an environment of comfort and trust for clients. Maintain a safe environment and always ensures the safety and whereabouts of clients.
- Plans, organizes, leads, and evaluates daily recreational activities for program participants using the PIECES framework.
- Provides activation both individually and as a group for program participants in order to build on their strengths and foster a holistic approach to care.
- Communicates with caregivers to provide daily updates, coordinate transportation, inform them of changes in the program and/or clients, discuss client needs, or for any other reason related to the client or the program.
- Discusses changes in client needs with the ADP Coordinator so the program can be appropriately structured to be responsive. Notifies the ADP Coordinator immediately of client-related concerns, as well as client incidents/accidents.
- With approval by the ADP Coordinator, aids in the purchase of approved program supplies. Ensure all receipts are given to the ADP Coordinator promptly.
- Assists with organizing and tidying program areas and kitchen.

- Assists with preparing healthy snacks and meals.
- Assists clients with feeding, toileting and personal hygiene as necessary.
- Evaluates and monitors the participation and progress of each client and completes the required documentation on a daily basis.
- Escorts participants at outings, as required.

Administrative, Organizational and Other Responsibilities

- Is aware of and fulfills all responsibilities in accordance with the organizational policies and procedures, including privacy policies.
- Participates in organizational fundraising activities.
- Participates in mandatory training and engages in educational opportunities related to the role.
- Maintains good public relations in the community by presenting a positive image of the Society.
- Undertake tasks, special projects and other duties as assigned by the ADP Coordinator.

Job Specifications

Education:

- Post-secondary school diploma and/or certificate in recreation, gerontology or equivalent.

Experience:

2 years' experience in working with older adults or persons with dementia or related disorders, preferably in a recreational or therapeutic setting.

Other Knowledge, Skills, Abilities or Certifications:

Excellent communication skills in both French and English (bilingual is mandatory).
 Ability to effectively communicate with individuals with cognitive or physical disabilities.
 Ability to define realistic, specific goals and objectives; and to prioritize objectives.
 Strong interpersonal skills and proven ability to work with a team.
 Ability to demonstrate an understanding and compassion towards individuals from diverse backgrounds and with special needs.
 Working knowledge of applicable health and safety legislation.
 Demonstrated commitment to respecting the privacy and confidentiality of information.

Other requirements:

Dementia Studies course from St-Lawrence College
 Possession of a valid Ontario driver's license and access to a vehicle.
 CPR and First Aid Training.
 Clear vulnerable persons check.

Travel Requirements

- Travel to two program sites is required. Other travel within catchment area may be required from time to time.

Physical Demands

- Assistance with personal care of clients as required by the client.
- The role requires a lot of movement (e.g., carrying supplies, moving tables/chairs, preparing meals, guiding participants from room to room, setting up and taking down games, helping participants remove winter boots and jackets, etc.) during activities and between activities.