

# JOB POSTING

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## Overnight Stay Care – Program Assistant

**Reports to:** Overnight Stay Care (OSC) Team Leader

Under the direction of the OSC Team Leader, the OSC Program Assistant ensures the quality of client care through the implementation of therapeutic activity programs and assistance with ADLS; based on the policies and procedures, and standards of the Alzheimer Society.

### **JOB QUALIFICATIONS**

#### **Education**

- PSW (Personal Support Worker) certificate or equivalent

#### **Experience**

- 1-2 years' experience working with seniors with cognitive and physical disabilities; including providing personal care and assistance with Activities of Daily Living (ADLs)

#### **Knowledge, Skills, Abilities or Certifications**

- Knowledge and experience working with individuals living with Alzheimer disease and related dementia
- Excellent interpersonal, written, and oral communication skills and the ability to work effectively with and without supervision
- Excellent organizational and decision making/problem solving skills
- Current First Aid/CPR and Ontario Food Handler's certificate required
- Certification in GPA (Gentle Persuasive Approaches) and U-First an asset
- Current driver's license and access to a vehicle with appropriate insurance coverage
- Clear vulnerable sector check

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## **SERVICE RESPONSIBILITIES**

1. Ensure the program operates in accordance with regulatory requirements and aligns with the vision, mission, and core values of the organization
2. Assist program leadership in the effective day-to-day programming, including planning, organizing, staffing (as required), purchasing approved supplies, cleaning, and other duties as assigned
3. Assist program leadership in the creation, implementation, and updating of individual client care plans
4. Assist in creating an environment of comfort and security for clients; ensuring programs sites are clean and clear of any obstacles
5. Assist in planning and evaluating the program activities to ensure that they remain safe and appropriate to the participants served, and conduct continuous quality improvement
6. Assist volunteers and students in the implementation of planned programming
7. Monitor and report any serious changes in behaviour or health to the ADP Team Leader or designate
8. Assist clients with Activities of Daily Living (eating, dressing, toileting, medications, etc.) as appropriate

## **ADMINISTRATIVE/ORGANIZATIONAL RESPONSIBILITIES**

1. Accountable to the Team Leader for the efficient operation of the Overnight Stay Care Program
2. Maintain accurate and complete client documentation, and report to the Team Leader any concerns with client eligibility for the program
3. Understand and be prepared to follow any pertinent emergency procedures, fire regulations, missing persons procedures, etc.
4. Active participation in Society related meetings, providing follow up action and involvement as designated, working collaboratively with colleagues in a positive team centered approach
5. Participation and involvement in annual fundraising events as required
6. Document and report any unusual or hazardous incidents to the OSC Team Leader and/or Health and Safety Representative
7. Communicate professionally with staff, students, volunteers, clients and families in accordance with Day Program Policies and Procedures
8. Respects confidentiality and the dignity of clients.
9. Undertakes tasks, special projects and other duties as assigned.

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## SHIFT RESPONSIBILITIES

### Evening Shift

- Verify client charts are set up
- Review food allergies/preferences
- Grocery pick up as directed
- Prepare client bedroom with appropriate equipment (commode/urinal, personal belongings)
- Activity/get to know each other
- Prepare and serve dinner
- Assist with medication as directed
- Clean up
- Activity
- Assist with bedtime routine
- Laundry if needed
- Snacks if needed
- Chart on each client – progress notes as needed
- Give report to night shift
- Complete any mandatory training as required

### Night Shift

- Get report from evening staff and read client charts
- Client rounds (2am-6am), more often as needed
- Attend to client needs as required
- Assist with medications as directed
- Light housekeeping if needed
- Laundry if needed
- Assist with organization of program activities as needed
- Set table for breakfast
- Chart on each client – progress notes as needed
- Give report to day shift
- Complete any mandatory training as required

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## Day Shift

- Receive report from night shift and read client charts
- Assist client with morning care
- Assist with medication as directed
- Make beds and tidy rooms
- Prepare and serve breakfast
- Clean up
- Plan and implement morning activities
- Provide gentle exercises
- Prepare and serve lunch
- Clean up
- Assist clients to bathroom
- Afternoon Activities
- Chart on each client – observation sheet and progress notes as needed
- Give report to evening shift
- Complete mandatory training as required

## PERSONAL RESPONSIBILITIES

1. Maintain good public relations in the community by presenting a positive image of the Society
2. Be familiar with and adhere to the Alzheimer Society LLG Program Policies and Procedures and to follow management's decisions to ensure efficient operation of the program
3. Be motivated to receive education and training to better support clients attends Adult Day Programs
4. Attend and participate in staff meetings, not mandatory though program assistants are responsible for reviewing the information from the meeting
5. Be knowledgeable of Alzheimer disease and related dementias and the latest development in research and treatment
6. Participate in an annual performance review with the ADP/OSC Manager
7. Update Criminal Reference Check every two Year
8. Resign Oath of Confidentiality and Conflict of Interest annually

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Program Assistant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ADP/OSC Manager: \_\_\_\_\_ Date: \_\_\_\_\_

~The Alzheimer Society Lanark Leeds Grenville is committed to equity, diversity, and inclusion. We aim to foster a respectful and inclusive workplace culture that reflects the broad diversity of the communities we work with, and values self-expression and self-identification. ~

We support our staff to maintain a work-life balance and ensure our employees have access to continued professional development. We are committed to finding an energetic, outgoing, and motivated individual to join our Team.