

Position Description

Overnight Stay Care Program Assistant

Supervisor: Adult Day Program/Overnight Stay Care Manager

Reporting to the ADP/OSC Manager, based on the policies, procedures and standards of the Alzheimer Society. The program assistant ensures the quality of client care through the implementation of activity programs and assistance with ADL's.

This job description has been prepared as a guide to ensure communication and understanding. However, all responsibilities have not been (nor could they be) included; your supervisor may, from time to time, ask you to perform other duties not specifically included in this position description. Likewise, this description will be reviewed, when required, to meet current operation needs.

Qualifications

- Post-Secondary School Diploma and PSW Certificate or equivalent
- 1-2 years' experience providing personal care to the elderly clients (i.e. toileting, ADL's, transfers).
- Knowledge and experience working with the elderly and individuals with Alzheimer Disease and Related Dementia.
- Excellent interpersonal communication skills and the ability to work effectively with and without supervision.
- Excellent written and oral communication skills.
- Excellent organizational and decision making/problem solving skills.
- Current First Aid Certificate.
- Current CPR Training.
- Access to a vehicle and appropriate license and insurance coverage.
- Current Vulnerable Sector Police Check
- Food Handlers course (asset)

Service Responsibilities

The OSC Program Assistant is responsible to:

1. Aid in the Activities of Daily Living (ADL's).
2. Aid in the assistance of medications
3. Aid in the preparation of healthy meals and snacks
4. Provide access to gentle exercises
5. Function in accordance with the Alzheimer Society policies, and procedures to aid in the provision of services to clients and their caregivers.
6. Aid in the purchase of approved program supplies, including groceries, and organization of the workplace
7. Aid in the design and implementation of activities to provide social and cognitive stimulation.

Organizational Responsibilities

1. Accountable to the Program manager for the efficient operation of the Overnight Stay Care Program.
2. To report to the Program Manager any concerns with client eligibility for the program.
3. To report to the Program Manager any programming concerns in meeting individual client needs.
4. Always maintain a safe environment and ensure the safety and whereabouts of clients.
5. Contribute feedback and comments for audit information, client participation and activity planning.
6. Communicate unusual or hazardous incidents to supervisor.
7. Understand and be prepared to follow pertinent emergency procedures, fire regulations, missing procedures etc.
8. Undertake tasks, special projects and other duties as assigned by the Program Manager.

Personal Responsibilities

1. Be familiar with and adhere to the Alzheimer Society of Lanark Leeds Grenville Program Policies and Procedures and to follow management's decisions to ensure efficient operation of the program.
2. Work effectively as a member of an interdisciplinary team.
3. Attend and participate in staff meetings. This is not mandatory but you are responsible for getting the information from the meeting.
4. Respect client's rights to confidentiality.
5. Maintain good public relations in the community by presenting a positive image of the Society.
6. Work with and maintain a good relationship with co-worker, students and volunteers.
7. Participate in an annual performance review with the Executive Director. Resign Oath of Confidentiality and Conflict of Interest at yearly review.
8. Renew Criminal Reference Check every two years.

Please forward your resume by email only to:
Leisha Currier
Day Program/Overnight Stay Care Manager
lcurrier@alzllg.ca

Alzheimer *Society*

L A N A R K L E E D S G R E N V I L L E