



Providence Living

Honouring every life story

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POSTING**

INTERNAL & EXTERNAL POSTING

POSTING: HEU Posting 156H24
STATUS: Regular Part Time
CLASSIFICATION: (15002) Recreational and Leisure Aide
WORK AREA: Providence Living at The Views, Line #8, PCN #0101008
EFFECTIVE DATE: TBD
HOURS: 61.28 Hours Bi-Weekly (0.86 FTE)
Days, Evenings; 08:30-16:30/12:00-20:00
Days Off; Rotating
SALARY: \$29.83 Hourly

JOB SUMMARY:

Providence Living is a non-profit Catholic-sponsored health care organization focused on long-term care, assisted living, housing, and other community services to support seniors and their family members. We are committed to re-imagining the experience of seniors, especially those living with dementia, and to creating communities and fostering a culture where seniors are empowered to make decisions that affect their quality of life.

Reporting to the Director of Site Operations, and working under the general direction of the Recreation Therapist, the Recreational and Leisure Aide is responsible for overseeing established daily activities within a designated household and working collaboratively with the household care team to support residents in establishing and maintaining a pleasant, safe and homelike atmosphere. This includes supporting meal planning and care planning, and engaging with household staff, residents and family members to ensure day-to-day matters run smoothly within the household. The position works alongside the Household Care Aide and the Multi-Service Worker to support residents' enjoyment of life's many pleasures and engagement in desired tasks, activities, hobbies and interests, and to encourage residents to do as much as they choose and are able to do. Also liaises with and supports the neighbourhood and the community by carrying out activities such as leading regular club activities and performing administrative duties such as helping residents sign-up for activities and offerings in the neighbourhood and community. The Recreational and Leisure Aide gathers pertinent resident/family and household information and shares feedback with the care team and the most responsible nurse (MRN) on behalf of the household.

All staff have a part to play in preventing adverse events and in promoting safety for patients and staff by being aware of and adhering to all policies and procedures including promptly reporting any risks or safety concerns relating to patient or staff safety.

Services at Providence Living are guided by our Mission, Vision, Values, and Ethical Framework. All employees are expected to demonstrate respect for the safety and dignity of all residents, staff and volunteers. Every employee makes a vital contribution to our Mission of providing care with compassion, by exemplifying our core values of respect, excellence and compassion in their work and demonstrating Indigenous Cultural Safety, cultural humility and anti-racism principles.

Duties:

1. Carries out the routine day-to-day running of the household to assist in ensuring daily matters within the household run smoothly, and in communicating priorities to the household team (Multi-Service Worker and Household Care Aide), and staff who visit household residents.
2. Works in collaboration with the household team to enable life's daily pleasures for residents within the household by providing support such as listening to and/or observing residents' wishes regarding how they wish to spend their day; identifying supportive and creative ways to assist residents in achieving what they want to do; retrieving any related equipment and supplies (e.g. cleaning supplies, cooking or baking items, adaptive equipment, etc.); and ensuring supplies such as puzzles, books, colour pencils, are well-stocked and available for their desired endeavours.
3. Supports the household team in understanding and encouragement of, and assistance with, resident involvement and participation in life's daily pleasures such as reading, conversing with others, watching television, etc., and in day-to-day household activities such as setting tables, washing dishes, laundry, cleaning and shopping. May assist with mobility and with lifting, transferring and positioning.
4. Works in collaboration with the household team and dietitians, and in accordance with applicable guidelines, to support and engage residents and family members with the planning, preparation, delivery, and/or consumption of meals and drinks by understanding and identifying requests or preferences for a particular meal or snack. This includes resident and family member participation in such activities as accessing recipes; ensuring ingredients are on hand and gathering any missing items; preparing vegetables; cooking or baking items; plating and serving meals/snacks; assisting with meal competition as required, clearing the table; and washing dishes.
5. Organizes and coordinates residents attending scheduled activities and appointments in the community by making residents, families, household team members, and volunteers are aware of plans each resident has for each day; communicating in-person or by phone or email with other care staff/support person/family member about the plan; assisting residents with signing up for various clubs, classes and offerings in the neighbourhood and community; documenting activities in a household schedule or calendar; and assisting in organizing transportation, as required.
6. Organizes household special events such as decorating for holidays, celebrating a resident's birthday, etc. Liaises with the community to share community activities with residents (e.g., delivering pamphlets for clubs to the households).
7. Supports community activities such as clubs and classes such as leading a club once or twice a week, spending one-on-one time with a resident, etc., and assists in outings including accompanying residents on trips and as the vehicle driver.
8. In collaboration with the household team members, gathers relevant resident and household information (e.g., getting to know the resident's life history and current preferences), and shares pertinent information, observations, and interactions with care team and/or Most Responsible Nurse by providing clear, accurate, and timely verbal and written communications. Works within team and scope, to contribute to appropriate solutions. Escalates urgent issues to Clinical Nurse Leader or Assistant Director of Care.
9. Shares relevant resident information such as social history, interests, hobbies, and life accomplishments, in accordance with privacy and confidentiality protocols, to support the participation, engagement of and collaboration with household residents and/or family members.
10. Participates in household meetings with support and direct care team by sharing accurate, clear, and timely observations, information and updates about household issues and activities to assist in ensuring the household is meeting goals and alignment with Home for Us principles.
11. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training and Experience:

Grade 12, completion of recognized recreational courses such as handicrafts plus two years' recent, related experience or an equivalent combination of education, training and experience. Valid Class 4 vehicle license (unrestricted).

Skills and Abilities:

- Ability to communicate effectively, both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to teach.
- Ability to organize work.
- Ability to operate related equipment.

This posting will remain open until successfully filled. All internal applicants received by 08:30 am August 8, 2024 will be given first consideration. Please apply via email to the Department of Human Resource Services using Application for Internal or External Vacancy Form.

Applications and resumes may be submitted through hr@providenceliving.ca

Thank you.
Human Resource Services

DATE: August 1, 2024