**Job Description: Recreation Aide**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **PURPOSE/OBJECTIVE**

This position is to work within an interdisciplinary team to provide [patient/resident/client] centered recreational programs to meet the physical, social, emotional, intellectual, spiritual, cultural needs, and interests of the [patient/resident/client] in all development stages of daily living.

**2.0 JOB SUMMARY:**

The **Recreation Aide** is responsible for assisting the [Recreation/Activities Lead] in the administration of the recreation therapy program to organize [patient/resident/client] physical and leisure activities to promote independence, positive lifestyle and facilitate [patient/resident/client] interaction. The Recreation Aide will assist in activities such as outings, entertainment, crafts, entertainment etc. The Resident Aide works closely with [patients/residents/clients], caregivers, the health care team, and employees of [Organization’s Name] spanning the continuum of care while adhering to [Organization’s Name] policies, process, safe work practices and procedures.

**3.0. FUNCTION:**

Perform duties to promote safe, quality person centered care as part of team while reflecting the shared vision and values of [Organization’s Name] in accordance with [legislation/ regulations/applicable standards].

**4.0. EDUCATION/MINIMUM REQUIRMENTS:**

**List the qualifications or minimum requirement as required for you organization:**

* High School diploma or equivalent

**5.0. SKILLS/KNOWLEDGE**

**List the skills and knowledge as required for your organization such as:**

* Experience working with seniors in the community health services setting.
* Knowledge and commitment to person-centered care.
* Communication and teamwork skills
* Organizational and time management skills
* Ability to effectively work independently and within a team
* Current Basic Cardiac Life Support.
* First Aid Certification.

**6.0 PHYSICAL REQUIREMENTS**

* Ability to meet the physical requirements including:
  + Lifting up to maximum 25 lbs
  + Carrying/transporting objects up to maximum 25 lbs
  + Bending, crouching, kneeling, reaching, stretching
  + Pushing and pulling up to maximum 50 lbs
  + Sitting for prolonged period of time
  + Frequent walking covering long distances

**7.0. DUTIES AND RESPONSIBILITIES:**

**List the duties and responsibilities required for your organization in this role such as:**

* Assist in the development and execution of recreation and leisure activities including outings, music, entertainment etc.; in accordance with [patients/residents/clients] care plan needs.
* Identify and assess [patient/resident/client] needs to develop activities program and sustain plan of care to meet short and long-term goals.
* Identify therapeutic recreation goals and interventions in the care plan of identified [patient/resident/client].
* Provide one to one support to [patient/resident/client].
* Observe and report on [patient/client/resident] care/service utilizing appropriate [Organization Name] forms or tools.
* Coordinate volunteers and community resources as required.
* Collaborate with employees of [Organization’s Name] to coordinate activities.
* Maintain recreation equipment and report maintenance issues or concerns.
* Set up activity, program and entertainment area and perform clean up duties with [patient/resident/client] participation whenever possible.
* Assist in the maintenance of supply/equipment inventory, including regular inventory checks.
* Observe and report changes in [patient/resident/client] behaviour to supervisor.
* Maintain confidentiality of [patient/resident/client] information.
* Relay [patient/resident/client/family] concerns to supervisor [identify whom this individual will be in your organization]
* Attend staff meetings as required and attend in services to develop knowledge and skills.
* Complete other duties as assigned.

**8.0. SAFETY RESPONSIBILITES**:

**List the safety responsibilities required for your organization in this role such as:**

* Comply with [Organization’s Name] Health and Safety policies and procedures, safe work practices and requirements of the Alberta Occupational Health and Safety Legislation.
* Take reasonable care to work safely and carry out duties as to not cause accidental injury to themselves, fellow employees or the general public.
* Immediately report all injuries, near misses or potential hazards to direct supervisor or alternate as appropriate.
* Aware of emergency response responsibilities and respond to such emergencies appropriately for role.
* Ensure all personal safety equipment (PPE) is being used properly; maintained and report defective or missing PPE to direct supervisor or alternate as appropriate.
* Meets infection prevention and control requirements by adhering to infection control guidelines and practices and procedures and additional precautions when required.
* Use appropriate lifting and transfer techniques.
* Handle and dispose of hazardous materials according to WHMIS and organizational policies and guidelines.
* Seek, offer and accept assistance when required.
* Use equipment and supplies according to established standards and procedures;
* Maintain a clean and orderly work area.
* Refrain from or participate in workplace harassment and/or violence

**NOTE:** Additional Safety Responsibilities for **Supervisor Role**

The following responsibilities should be included if the Recreation Aide role is of a supervisory nature. Remember this is function not title

* Mentor team members and employees to fulfill Occupational Health and Safety standards and values.
* Communicate all health and safety information including but not limited to policies, procedures, standards, hazard control and safe work practices.
* Provide adequate training and supervision so that all team members can work safely.
* Identify, assess and control hazards
* Treat reported injuries or illness promptly and document incidences as outlined in policy.
* Maintain and promote a safe working environment at all times.
* Monitor compliance with health and safety policies, procedures, and standards.
* Awareness of role and participating in any emergency response and/or drills. Know and understand organizational response plan, assisting in all safety demonstrations and fire drills
* Ensure that no workers under their supervision are subjected to or participate in harassment or violence at the work site.

**9.0** **Occupational Job Hazards**

**List the occupational job hazards (ensure that high hazards are included) for this role such as:**

* The frequent transporting of equipment or tools used requires lifting, carrying, pushing or pulling which can result in the use of awkward postures; acute or chronic exposure may result in sprains or strains such as:
  + Lifting waste or garbage containers.
  + Carrying games and craft tools
  + Moving equipment, exercise equipment, chairs/tables
  + Handling containers
  + Unloading items
  + Reaching for items on shelves
  + Bending or stooping while tiding rooms
* Transporting of carts and dollies can cause overexertion and exposure to pinch points which may result in strains, sprains or falls, and fingers or crushed limbs or hand.
* Obstructions in walkways, including cables, boxes, crates, bins, equipment can result in trips.
* Working with employees [patients/residents/clients] and in common areas may result in exposure to bacteria, fungi, viruses, bodily fluid increasing risk of acquiring illness and/or infection.
* Exposure to chemicals which could result in skin reactions or respiratory illness.
* Exposure to Electrical equipment, cords and outlets in common areas and [patient/resident/clients] [units/suites/rooms] increase risk of exposure to burns and electrical shock.
* Sitting for prolonged periods of time, repetitive manual tasks, bending and reaching can increase forces on muscles and tendons contributing to fatigue or musculoskeletal strain.

**10.0 INTERNAL TRAINING REQUIRED:**

**The following training will be required and provided to any potential employee as part of orientation and on-going training.**

**[List any additional training that your organization would be providing as a requirement for the position] Examples could include the following:**

* General Orientation
* WHIMIS
* [Organization’s Name] **Recreation/Voluteer** orientation program; including # of supervised shifts
* Site Specific training
* Organizational Leadership program