

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (MACASSA LODGE - LOCATION – 701 UPPER SHERMAN AVENUE)

DAY PROGRAM AIDE - CUPE 5167 (LODGES UNIT)

SUMMARY OF DUTIES

Reporting to the Supervisor, Resident Services, provides direct assistance to clients.

GENERAL DUTIES

Assess clients upon admission for personal care needs, mobility, dining assessments.

Working knowledge of PCC, RAI CHA

Assists clients with wheelchairs, walkers and cognitive impairments to get to scheduled activities.

Assists clients with toileting, personal hygiene, and feeding when scheduled, and as necessary.

As per Adult Day Program Medication Management Policy, assists clients with medications brought from home.

Assists clients to safely participate in exercise programs, nourishments and accessing transportation.

Assist with Lunch set up, serving and clean up including dishes.

Assist with Recreation programming, may be asked to independently facilitate a recreation program.

Set up recreation equipment as required

Rinses, bags and delivers soiled items to laundry if necessary.

May be asked to facilitate ADP tours for guests

Responds to, alerts team, documents client accidents or unusual behaviour, report incidences to Clinical Lead.

Receives and answers inquiries from staff, clients and their families.

Lifts clients manually and by hoists if necessary.

Cleans and disinfects equipment such as urinals and commodes. Replenishes materials as required.

Assists in maintaining a safe working environment during program hours.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Successful completion of a Health Care Aide Certificate Program or Personal Support Worker Certificate

Program. Eligible for PSW Registry

2. Previous experience in an Adult Day Program or community/home based support service.
3. Demonstrated ability to provide personal care such as toileting, personal care and feeding.
4. Must be able to lift, reposition and transfer clients in a safe manner as necessary, and transport clients in emergency evacuations.
5. Demonstrated effective communication skills and have ability to relate to peers and seniors.
6. Demonstrated compassion, respect and patience in working with cognitively impaired clients.
7. Demonstrated effective communication skills with persona with Dementia, Caregivers, families, peers in a supportive and professional manner.
8. Working knowledge of Microsoft Office XP (Microsoft Outlook and Word).

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
