

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT

(MACASSA LODGE - ADULT DAY PROGRAM – LOCATION – 701 UPPER SHERMAN AVE.)

PROGRAM COORDINATOR – ADP – CUPE 5167 (LODGES)

SUMMARY OF DUTIES

Reports to the Supervisor, Resident Services (Adult Day Program). Ensures provision of quality, client centered-based programs to seniors enrolled in the Macassa Adult Day Program (ADP) through planning, implementation and coordination of therapeutic recreation activities. Provides guidance to the Personal Support Workers, Recreationists and volunteers working in this community service.

GENERAL DUTIES

Responsible for admissions of referred clients to the Adult Day Program, RAI-CHA implementation, care plan creation/revisions, daily provision and coordination of service. The Program Coordinator – ADP is responsible for the planning, implementation and coordination of the activities, and direct client care as set out by the Supervisor, Resident Services. Ensures the policies and procedures of the Adult Day Program, Macassa Lodge, and corporate policies are adhered to and revisions recommended where necessary.

Admissions and Intake

- Ensures a seamless system of access in conjunction with the Community Case Access Centre (CCAC), and reducing wait times of clients referred
- Conducts tours and signs participation agreements for new referrals

Assessment

- Utilizes critical thinking, a problem solving process and a customer service focus in the application of duties
- Conducts initial functional and psychosocial assessment of each client
- Develops an individual care plan in response to client's goals and assessed needs
- Revises care plans based on clients' changing needs
- Accesses community based supports when required – OT's to GO, Alzheimer's SOS team, etc.

Communication

- Updates client's care team of significant changes requiring discharge or referrals to alternate program
- Provides support and education to family/caregivers
- Maintains the client record by using electronic documentation (Point Click Care)

Programming

- Plans, implements and evaluates a variety of appropriate therapeutic, social and recreational activities for clients. Activities include regular day to day programming, outings, entertainment and special events. In Cooperation with other team members, creates a monthly activity calendar that is well balanced, meeting a variety of client needs according to Macassa ADP guidelines.
- Speaks, listens, and writes in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Documents and tracks program details, data, information and activities as per ADP guidelines
- Assesses problem situations to identify causes, gathers and processes relevant information, generates possible solutions and makes recommendations to resolve the problem
- Provides input and direction of all program planning based upon cognitive & health related assessments and care plans
- Responsible for producing documentation (e.g. quarterly assessments) when required as part of the role
- Provides orientation to new clients, volunteers, students and employees as required.
- Acts as a mentor to placement students
- Develops and maintains client individual plan of service and client records as per organizational policy and procedure.
- Ensures staffing schedules meet needs of program

- Provides direct service in situations of unplanned staffing shortage such as illness and emergency situations
- Provides formal and informal care giver support either individually or in a group setting
- Daily program provision for purpose of client assessment and progress

Functional

- Provides and trains team regarding clients care supports such as behavioural support, ADLs, toileting and feeding

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 responsibilities of the position.

QUALIFICATIONS

1. Demonstrated ability to plan, implement and evaluate appropriate therapeutic, social and recreational activities for clients normally acquired through the completion of a two year Community College diploma program in Recreation Therapy or a combination of education and relevant experience. A University degree in Therapeutic Recreation is an asset.
2. Previous progressive experience working with seniors in a day hospital, Adult Day Program or community based setting.
3. Demonstrated ability and experience in using an electronic documentation system and with the RAI suite of client and resident assessments.
4. Well developed human relation skills and exceptional verbal and written communications skills.
5. Experience in a computerized environment. Intermediate working knowledge of Microsoft Office XP (Word, Excel, Access and Microsoft Outlook).
6. Knowledge of and experience working as team leader with a multidisciplinary team and volunteers.
7. Working knowledge of community resources for seniors in the Hamilton community.
8. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
9. Working knowledge of Ministry of Health Adult Day Service Guidelines.

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