



North Eastman Health Association Inc.

Association de Santé du Nord Est Inc.

Job Description

Adult Day Program Worker

POSITION SUMMARY:

The Adult Day Program Worker is a member of the Health Care Team, working under the general direction of the Adult Day Program Coordinator, and while demonstrating a commitment to service excellence, continuous quality improvement and to the Mission, Values and Management Philosophy of North Eastman Health Association Inc. The Adult Day Program Worker is responsible for performing and assisting in client social and recreation activities, utilizing the assessment, planning, implementation, and evaluation as a framework for performance. The Adult Day Program Worker is flexible and able to function effectively in a dynamic and ever-changing health care environment.

REPORTS TO: Adult Day Program Coordinator

UNION: MGEU – Facility Support

Std Grp. 45

QUALIFICATIONS:

Education and Experience

- Completion of a recognized Activities/Recreation Program required or willing to enroll and successfully complete within a reasonable time frame.
- Previous related experience is required.

Knowledge, Skills and Abilities

- Physical and mental health to meet work demands.
- Demonstrates understanding of the role of Adult Day Program Worker.
- Ability to foster and maintain positive working relationships.
- Commitment to continuing self-development and continuous quality improvement.
- Has genuine interest in health care especially of the elderly and disabled.

POSITION DUTIES AND RESPONSIBILITIES:

Assist in the planning and facilitation of social and recreational activities for Adult Day Program clients.

ASSESSMENT:

- Observes and recognizes deviations from normal in clients' basic care needs.
- Collects data as directed by the Adult Day Program Coordinator.
- Assesses the environment for safety.

PLANNING:

- Plans and organizes workload according to identified daily programs.
- Plans for client safety.
- Plans constructive use of time.
- Participates in and supports a team approach in the planning, developing and implementing of the social and recreational programming.

IMPLEMENTING:

As a member of the Health Care Team, utilizes a caring, problem-solving approach, promoting physical, psychological, cultural, social and spiritual well being of the client.

- Demonstrates the responsibility for and the application of concepts of caring, health and wellness in response to meeting basic human needs including: activity, clothing, comfort, elimination, hygiene, mobility, nutrition, recreation, rest, safety, social and spiritual needs.
- Assists clients to maintain independence within their capabilities.
- Responds appropriately to clients experience of loss or change and assists them to cope with the effects of physical and emotional stress.
- Provides care with consideration of dignity, individuality and privacy needs.
- Demonstrates a caring interpersonal approach, and communicates effectively with client/family/visitors and team members.
- Demonstrates ability to communicate with others who are experiencing communication difficulties.
- Demonstrates knowledge of body systems and functioning, as well as commonly occurring health problems as it relates to client needs.
- Demonstrates initiative in meeting client needs.
- Utilizes a problem-solving approach in carrying out the daily program.
- Acts as a client advocate.
- Participates in and contributes to client conferences.
- Performs delegated programming according to Policies and Procedures.
- Practices proper body mechanics.
- Utilizes appropriate resources
- Utilizes time constructively.
- Reports observations related to client to the Adult Day Program Coordinator.
- Observes and records data appropriately and accurately.
- Copes with unanticipated occurrences.

- Demonstrates receptiveness to ideas and readily participates in implementing change.
- Assumes responsibility for the program in absence of the Adult Day Program Coordinator.
- Supervises volunteers/students in the absence of the Adult Day Program Coordinator.
- Participates in quality improvement and accreditation programs.

EVALUATION:

- Assists in measuring outcomes and evaluates effectiveness of programs.
- Evaluates effectiveness of own communication with clients/family/visitors and team members.
- Evaluates use of own time.
- Evaluates contribution to conferences, meetings, etc.
- Participates in evaluation of changes and revisions occurring in client care programming and services.

PROFESSIONAL:

- Performs the Adult Day Program Worker role in a safe, responsible, and accountable manner.
- Knowledgeable in facility Fire/Safety/and Disaster Plans; use of equipment as well as Policies and Procedures related to security and client safety.
- Integrates the NEHA values, vision and mission into daily programming.
- Follows legislated requirements and ethical guidelines.
- Maintains confidentiality of all data and information related to clients, families, and facility.
- Functions in a professional manner, always encouraging client autonomy to preserve dignity and self-esteem and promote quality of life.
- Works within scope of job description and seeks supervision appropriately.
- Reports significant information.
- Exhibits confidence, initiative and competence in the work environment.
- Performs other related duties as assigned.
- Keeps current in knowledge and practical skills related to the position, accessing training opportunities both within the facility and in the community.

Revised: _____
Date

Approved by: _____
Manager/ Supervisor Date

Job Descriptions
Adult Day Program Worker

Approved by:

Vice President/ CEO

Date

Reviewed by:

Director, Human Resources

Date

NOTE: Original Signed and Dated July 13, 2001