



# Activity Assistant

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## Qualification and requirements of an Activity Assistant

- Dundas Manor requires that the Activity Assistant has a post-secondary diploma or degree in recreation and leisure studies, therapeutic recreation, kinesiology or other related field from a community college or university or are currently enrolled in such programs.
- The Activity Assistant must assist the Activity Director in planning and conducting all activities and special events.
- The Activity Assistant must develop a rapport with the residents and maintain a supportive and empathetic relationship at all times.
- The Activity Assistant must have basic English and math skills in order to perform tasks.
- The Activity Assistant must be capable of transporting residents to and from activities.

## We hire Activity Assistant's with great personal attributes such as:

- Able to communicate clearly
- Professional
- Respectful
- Caring
- Patient
- Optimistic
- Organized
- Flexible
- Trustworthy
- Reliable

## What are the major duties of an Activity Assistant at Dundas Manor?

The Activity Assistant is to complete tasks according to the job description and all tasks are to be completed using a resident centred approach and philosophy based on the needs of the resident on each shift. The Activity Assistant is responsible for reporting to their direct supervisor which is the Activity Programs & Services Director.

### Specific Duties include but are not limited to:

- Assist in developing, planning and conducting activities, programs and services for the residents
- Offer guidance and encouragement to residents regarding involvement in planned programs
- Keep attendance records on resident participation at scheduled events (Activity Pro)
- Transport residents to and from activities and special events
- Mail pick up and delivery to residents



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- Resident visits on a one-to-one basis
- Make note of and report any resident behaviours and attitudes at activities or visits
- Assist in fund raising
- Assist in quality improvement monitoring process
- Assist in special event coordination and public relations
- Assist in MDS 2.0 coding of resident assessments
- Attend care conferences of residents in absence of Director
- Participate in Multidisciplinary Care Rounds (MCR)
- Assist with pastoral services
- Assist with volunteer and student support
- Assist in Cycling without Age program
- Utilize the 5 moments of hand hygiene as per policy and education
- Work in a safe and healthy manner using the measures, procedures and protective devices required