



LOWER SIMILKAMEEN
COMMUNITY SERVICES SOCIETY
715 7th Street
Keremeos, BC V0X 1N3
250 499 2352
www.LSCSS.com

Connect ~ Flourish ~ Thrive

Position Description: Adult Day Program Worker

Position Summary

Adult Day Services assist seniors and adults with disabilities to continue to live in their own homes by providing health, personal, social, and recreational activities, and support, as well as education and respite for caregivers. Eligible clients have been assessed as requiring supports and health care services, and/or respite for caregivers, through a clinical assessment conducted by a regional health authority health care professional.

ADP services include transportation, admission & client care planning, snacks & refreshments, nutritious meals, recreation and social activities, personal care, and assistance with activities of daily living.

This program has a capacity of 10-12 clients/day, 2 days per week. The hours of operation are 8.30 am to 2.30 pm on Wednesdays and Fridays.

Key Responsibilities

- ⇒ Assist the Coordinator to maintain administrative records for the program including:
 - Completion of timesheets
 - Scheduling and coordinating transportation for clients when required.
 - Attendance records for participants in accordance with the contract
 - Client files including assessment forms from the Community Care Nurses
 - Orientation package for the clients
 - Promotional material related to the program.
 - Monthly activities calendars for the program
- ⇒ Transport Clients to and from the program in accordance with developed schedule.
- ⇒ Provide client orientation to the program.
- ⇒ Plan, schedule & participate in activity programs such as exercise routines, walking exercises, passive/active range of motion, social activities, cognitive stimulating activities, active physical activities, and others.
- ⇒ Carry out a variety of individual and group activities such as mental aerobics, music, cooking, and special events; stimulate interests of clients through discussion groups, speakers, and articles.
- ⇒ Plan, purchase, and prepare simple meals and refreshments for clients considering budgeted allowance as directed by ADP Coordinator.
- ⇒
- ⇒ Attend to personal care needs of clients as required such as dressing, hygiene, eating, and toileting; demonstrate the appropriate use of equipment such as wheelchair and walkers; assist clients with their belongings upon arrival and departure from the program.

The Lower Similkameen Community Services Society acknowledges our presence on and service to the communities of the ancestral, traditional and unceded land of the Sməłqmix People. We recognize, honour, and respect the tmx^wúlaʔx^w (land) upon which we live, learn, play, and do our work.

- ⇒ Administer medications and perform delegated tasks according to prescribed protocols and methods.
- ⇒ Report changes in functional capacity, mood, or health status to ADP Coordinator
- ⇒ Adhere to Health & Safety Standards, participate in keeping work area clean, tidy, and orderly.
- ⇒ Liaise with ADP Coordinator in delivering services, meals, snacks and sharing program organizational and activity space.

Typical Education, Training and Experience

- Completion of an Activity Assistant Program, and one-year recent related experience; **or**
- Assisted Living Worker or Residential Care/Home Support Worker Certification or
- Registered with the: BC Care Aide & Community Health Worker Registry or
- an equivalent combination of education, training, and experience.
- Current First Aid Certification with CPR
- Food Safe Level I Certificate
- Criminal Record Review, with no relevant record
- Skilled in the delivery of client driven services
- Strong verbal and written communication skills; able to resolve conflict, coordinate programs and services for residents with divergent needs and interests

Typical Skills and Abilities

- Required to have a reliable vehicle to transport clients, with \$5 Million Liability Insurance
- Ability to communicate effectively, both verbally and in writing
- Physical ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Ability to plan, organize, and prioritize
- Ability to establish and maintain rapport with clients
- Ability to analyze and resolve problems