



Tehsakotitsén:tha

Kateri Memorial Hospital Centre

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www.kmhc.ca

Internal/External Job Opportunity

Kateri Memorial Hospital Centre is located in the vibrant Mohawk Territory of Kahnawake. We have a 73-bed inpatient facility in a homelike environment and extensive outpatient services. KMHC is dedicated to strengthening the health and well-being of Onkwehshon:’a (people) and providing quality health and preventative care services.

POSITION	Activity Aide – Inpatient Long Term Care Services Determinate (6 month Contract) Full-Time 35 hours per week Start Date: ASAP
JOB SUMMARY	The Activity Worker is an integral member of the Activity Program. He/she is responsible for helping to enhance the daily life of the residents/clients through therapeutic activities. This is achieved by organizing different types of activities, which are an essential part of the physical, social, emotional and intellectual maintenance and development of each individual.
REQUIREMENTS	High School Diploma and two (2) to five (5) years of experience or training in leisure and recreation with the elderly Experience or training in working with clients with dementia CPR Certification
SALARY	In accordance to the Quebec Ministry of Health and Social Services (MSSS) reference Code 3462, Group 733: Echelon 1 \$24.56 to Echelon 7 \$28.33 per hour , depending on experience
DEADLINE	Open until Position is filled
APPLICATIONS	<u>Please submit a complete application package which includes:</u> <ul style="list-style-type: none">✓ Application Form✓ Letter of Intent✓ Resume✓ Proof of Educational Requirements✓ Two (2) recent Professional Reference Letters <u>You can find the following documents on www.kmhc.ca/careers:</u> <ul style="list-style-type: none">➤ Job Description➤ Application Form <u>Submit applications to:</u> kmhc.hr.kahnawake@ssss.gouv.qc.ca <i>Please note that preference will be given to Indigenous candidates. Incomplete submission packages will not be considered. *Please note that only selected candidates will be contacted</i>



TITLE:	Activity Worker (Inpatient) Group 733 Code 3462
DEPARTMENT:	Inpatient Long-Term Care Services
SUPERVISOR	Manager of Long-Term Care
STATUS:	Determinate Full-Time
EFFECTIVE DATE:	May 1999
REVISION DATE:	October 2019

JOB SUMMARY

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RESPONSIBILITIES

- Fulfill responsibilities and duties in accordance to accepted KMHC policies, procedures and Code of Ethics
- Attends to the recreational and leisure needs of the residents/clients
- Ensures the Activity Program is presented in a professional manner and that professional behavior is maintained towards clients, family members, staff, users and the general public
- Maintains effective communication with residents, clients, families, clinical staff, and caregivers
- Interacts with the residents/clients in order to motivate and stimulate all aspects of each individual
- Assists in the supervision of students and volunteers
- Has attitudes and behaviors which assure the provision of safe care and services
- Is vigilant and takes responsibility to ensure a safe environment for all
- Declares all risk situations, near misses or accidents that are witnessed or discovered on KMHC premises
- To foster an approach to care that is respectful, compassionate and culturally appropriate and competent, responsive to the needs, values, beliefs and preferences of clients and their family member, supporting mutually beneficial partnerships between clients, and health care providers
- Work in an environment that honours the wisdom of Indigenous beliefs, language, culture and traditions

DUTIES

- Assists, participates, organizes and conducts activities; games, exercises, arts and crafts, socialization, discussions, parties, trips, etc.
- Prepares all aspects of activities that he/she is conducting for morning, afternoon and evening and weekend sessions, in accordance to department procedure; instruction, information, and set-up
- Assists in preparing the room and organizing activities for morning, afternoon and evening and weekend sessions
- Assists in keeping the room, workplaces and cupboards clean
- Ensures a safe environment for activities to be conducted
- Encourages residents/clients to be involved in activities
- Escorts residents/clients to and from their rooms before and after activities when necessary
- Assists in planning the monthly calendar of events
- Records statistics
- Assists in monitoring the well-being of the residents/clients during mealtime if needed
- Assists in getting glasses, cups, serving coffee and refreshments
- Prepares and conducts one-on-one activities
- Attends department meetings, scheduled workshops, training courses etc.

QUALIFICATIONS/REQUIREMENTS

Education/Experience:

High School Diploma and two (2) to five (5) years of experience or training in leisure and recreation with the elderly

Experience or training in working with clients with dementia

CPR Certification

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals

Ability to communicate effectively both verbally and written

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand, squat, kneel, bend, walk and sit for long periods of time

The employee must frequently lift, push and/or move varied client weights and frequently lift and/or move tables, chairs and other activity room furniture/equipment

Other Qualifications:

Demonstrated ability to communicate effectively with Indigenous people, including sound knowledge and understanding of issues impacting mental, emotional, physical and spiritual health in contemporary society

The commitment to learn about Indigenous culture and language to better understand and serve the clients

Ability to work independently and in a team setting

Attentive listener and good communications skills

Ability to develop and implement different types of activities

Ability to follow directions/plans, and provide/receive feedback

Genuine ability to develop a trusting relationship with residents/clients

Caring and compassionate for residents/clients

Ability to assume initiative in a creative way

Available to work flex hours and on weekends

The employee shall perform the services outlined in the above job description, including any related or incidental duties and responsibilities that may be assigned to him/her at any given time.

Incumbent

Date

Manager