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## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	ADULT DAY PROGRAM WORKER
<b>DEPARTMENT:</b>	HOME CARE
<b>CLASSIFICATION:</b>	ADULT DAY PROGRAM WORKER
<b>UNION:</b>	MGEU – COMMUNITY SUPPORT

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## REPORTING RELATIONSHIPS

<b>POSITION REPORTS TO:</b>	SERVICE TO SENIORS COORDINATOR
<b>POSITIONS SUPERVISED:</b>	NOT APPLICABLE

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## POSITION SUMMARY

Under the direction of the Services to Seniors Coordinator, the Adult Day Program (ADP) Worker is responsible for performing and assisting with all of the activities designed to meet the social, recreational, and therapeutic needs of the participants. The incumbent participates as a member of a multidisciplinary team in the promotion and development of Adult Day Program, and is able to work effectively in a dynamic and ever-changing health care environment.

The position of Adult Day Program (ADP) Worker, functions in a manner consistent with, and supports the mission, vision, and values of the Interlake-Eastern Regional Health Authority.

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## ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Collaborates with the ADP Coordinator in planning, implementation and evaluation of programs/activities to meet the therapeutic needs and interests of the ADP participants.
- Collects data and statistical information on programming
- Plans and organizes workload according to identified daily programs and job priorities.
- Provides guidance related to issues, trends, and programming for the ADP team.

- Observes and recognizes deviations from normal in participants' basic care needs and reports these observations to the Case Coordinator/Services to Seniors Coordinator.
- Assesses the environment for safety and make appropriate recommendations to correct as required.
- Plans and carries out special events in collaboration with the Adult Day Program Coordinator, participants and volunteers.
- Maintains a safe and comfortable environment for all programs and activities to ensure participant safety.
- Participates in education, and meetings relating to the Adult Day Program.
- Participates in and demonstrates an understanding of patient safety principles and practices in all daily activities.
- Supports an environment which avoids, prevents, and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services. Demonstrates the responsibility for and the application of concepts of caring, health and wellness in response to meeting basic human needs, including activity, comfort, mobility, nutrition, rest, recreation, safety, social and spiritual needs.
- Assist participants to actively take part in activities, to help maintain their independence within their capabilities.
- Pursuant to the Regional Health Authority Act, Interlake-Eastern RHA is designated bilingual (English/French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

**OTHER**

- Performs other duties as assigned.

**QUALIFICATIONS**

**EDUCATION/CERTIFICATION:**

- Completion of the Recreation Facilitator for Older Adults Certificate, or a recognized Activities/Recreation program or related degree required.
- Applicants with certificate will be given priority. Non certified applicants will be considered if there are no certified applicants.
- Courses related to Gerontology would be an asset.

**REQUIRED KNOWLEDGE:**

- Demonstrated understanding of the role of Adult Day Program Worker.

**EXPERIENCE REQUIRED:**

- A minimum of two (2) years related experience required.

**SKILLS/COMPETENCIES:**

- Self-directed and able to work with minimal supervision.
- Demonstrated ability to work well within a team environment.
- Excellent organizational and interpersonal skills.
- Ability to foster and maintain positive working relationships.

- Good written and oral communication skills.
  - Commitment to continuing self-development and continuous quality improvement.
  - Has a genuine interest in healthcare, especially for older adults, and people with disabilities.
  - Valid Manitoba drivers license.
  - Mental and physical ability to meet the demands of the position.
  - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
  - Proficiency of both official languages is essential for target and designated bilingual positions.
  - Completes and maintains a satisfactory pre-employment security check.
  - Satisfactory employment record.
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#### **WORK CONDITIONS**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
  - Will be required to travel throughout the region as duties may require.
  - No hazardous or significantly unpleasant conditions.
  - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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#### **WORKPLACE SAFETY AND HEALTH**

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

#### **PATIENT SAFETY**

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
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Created: \_\_\_\_\_  
Date

Revised: \_\_\_\_\_  
September 2021  
Date

Approved by: \_\_\_\_\_  
Regional Manager/ Supervisor \_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Regional Lead/ CEO \_\_\_\_\_  
Date

Reviewed by: \_\_\_\_\_  
Lead, Human Resources \_\_\_\_\_  
Date

*Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed position descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*