

CLASSIFICATION GRID: 7 NEW GRID 16
(As of April 1, 2019)

BENCHMARK TITLE: ACTIVITY ASSISTANT

BENCHMARK NUMBER: 81001

JOB FAMILY: CLIENT SERVICES

SCOPE AND LEVEL DEFINITION

Assists Activity Workers with the implementation of established activities to meet clients' activation, life skills, recreational, and social needs.

TYPICAL FUNCTIONS AND RESPONSIBILITIES

1. Assists Activity Workers with, and participates in, activation, life skills, recreational and/or social activities designed to meet the needs of the clients, providing demonstrations as required.
2. Accompanies clients on outings such as appointments, shopping, and leisure activities.
3. Sets up furnishings and equipment for activities.
4. Maintains an inventory of equipment, tools, and materials related to activities.
5. Observes clients and their environments, and reports unsafe conditions and behavioural, physical and/or cognitive changes to supervisor. Promotes client participation in activities, and provides feedback regarding the performance and progress of clients as required.
6. Receives client feedback, inquiries, and complaints, and responds as required.
7. Performs housekeeping duties such as sweeping and mopping floors, vacuuming, dusting, washing dishes, and laundry.
8. Performs limited food preparation such as heating prepared food, and making tea, coffee, toast, salads, and sandwiches.
9. Completes and maintains related records and documentation such as statistics, progress reports, activity participation reports, observation reports, and client activity profiles.
10. Performs other related duties as assigned.

QUALIFICATIONS

Typical Education, Training, and Experience

- Grade 12
- Recent, related experience of six months
Or an equivalent combination of education, training, and experience
Or other Qualifications determined to be reasonable and relevant to the level of work

Typical Skills and Abilities

- 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 operate related equipment
- Ability to organize and prioritize
- Ability to establish and maintain rapport with clients
- Ability to observe and recognize changes in clients