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**SECTION: ADMINISTRATION**

**TOPIC: JOB RESPONSIBILITIES**

**POLICY TITLE: PROGRAM ASSISTANT - DAY AWAY/Overnight Relief**

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**PURPOSE:**

The Program Assistant – Day Away/Overnight Relief assists with both the planning, design and supervision of client / volunteer activities, and with organizing the daily schedule. The Program Assistant will also work directly with clients, including assisting clients with personal care and nursing care as delegated by Registered Staff.

**DUTIES AND RESPONSIBILITIES:**

**Responsibility for Clients:**

- Assist with planning activities and resources required for the operation of the Day Away and Overnight Relief programs, as delegated by the Programs & Activities Coordinator.
- Implement the daily schedule of client / volunteer activities and lead the program as delegated by the Program and Activities Coordinator;
- Work directly with clients during the program hours
- Assist clients with personal care needs as identified and delegated by the Registered staff, and as a member of the staff team
- Maintain a neat, safe and pleasant environment for the program's operation
- Transport clients to and from the program as required.
- Administer medication and perform controlled acts delegated by the FCCC as permitted in the RHPA
- Assist with meal preparation as directed and in accordance with Safe Food Handling Guidelines. This will include preparing, cooking, temperature checks and serving of food at meal times.
- Dietary needs of clients must be accommodated.

**Responsibility for Volunteers/Students:**

- Assist in the recruitment of Volunteers in conjunction with the Volunteer Recruitment Coordinator
- Assist in training of Volunteers and Students.
- Assist in the orientation of Volunteers and Students to the program and support them as they carry out their day to day assignments
- Direct activities of volunteers at Day Away as required

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**Responsibility for Team:**

- Be respectful and show a professional and cooperative spirit with all members of the multi-interdisciplinary team.
- Participate in morning/afternoon huddles of staff-and volunteers.
- Participate in team meetings.
- Effectively communicate relevant information to the Team regarding clients, volunteers, and the day away environment
- Participate with all team members in assessing client's needs and evaluating planned interventions/programs.
- Assist with orientation and training of new team members

**Responsibility for Family Support:**

- Communicate with families of Day Away Clients as needed.

**Responsibility for Administration:**

- Ensure daily summary sheet is completed.
- Participate with all team members in review of the client care plan.

**GENERAL RESPONSIBILITIES:**

- Assist in the promotion of the Day Away Program
- Seeks seminars, workshops and continuing education opportunities which will enhance knowledge of Alzheimer Disease and related impairments, and therapeutic programs and activities
- Maintains privacy and confidentiality.
- Complies with the Ontario Health and Safety Act and its associated regulations
- Completes mandatory annual on-line training courses
  1. Assist partner agencies in developing training programs, establishing regulations and measures to prevent personal injuries and health hazards within their respective jurisdictions;

This job description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties, or

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responsibilities required by the incumbent. Incumbent may be asked to perform other duties as required.

**QUALIFICATIONS:**

P.S.W. certification

Minimum two years experience working with the elderly and adults with physical disabilities.

Ability to contribute on a multi-functional team.

Experience working with volunteers.

Current driver's license and reliable vehicle.

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I have read and understand:

\_\_\_\_\_  
Signature of Incumbent

\_\_\_\_\_  
Date