



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Activity Coordinator	
Position Number	Community	Division/Region
48-15162	Norman Wells	Continuing Care Services/Sahtu

PURPOSE OF THE POSITION

The Activity Coordinator will assist in the implementation and design of programs that promote participation, socialization and life skills including recreational activities that improve the overall quality of life for Long Term Care residents and Day Program attendees. The Activity Coordinator will implement treatment plans created by the rehabilitation team to ensure residents maximum mobility. This program will be accomplished in accordance with the Northwest Territories Continuing Care Standards. The Activity Coordinator provides a recreational program that enhances participant's physical, mental, emotional, and spiritual health.

SCOPE

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tlicho regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-Indigenous. Health and social services (HSS) include the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 HSS staff.

Under the direction of the Minister of Health and Social Services, the NTHSSA was established to move toward one integrated delivery system as part of the Government of the Northwest Territories (GNWT) transformation strategy. The NTHSSA sets clinical standards, procedures, guidelines, and monitoring for the entire Northwest Territories. While the Tłı̨chǫ Community Services Agency (TCSA) operates under a separate board, and Hay River Health and Social Services Agency (HRHSSA) remains separate in the interim, Service Agreements will be



established with these boards to identify performance requirements and ensure adherence to clinical standards, procedures, guidelines, and policies as established by the NTHSSA.

Reporting directly to the Day Program Coordinator and based in the Sahtu Dene Necha *KQ*, the Activity Coordinator is located in Norman Wells, NT. This position is responsible to plan, organize and implement culturally appropriate activities that promote socialization, diversity in recreational activity, physical mobility and healthy lifestyle events for this program. The overarching goal is to provide such services as social interaction, healthy living events, and respite services, to reduce isolation of Long-Term Care residents, Elders in the community, and to support families. This may include clients from across the five communities of the Sahtu while they are in Norman Wells as necessary. Community volunteerism roles are encouraged.

RESPONSIBILITIES

1. Assist in the design and promote health and wellness of the Day Program participants by planning and delivering programs and services that contribute to their physical, mental, emotional, cultural and spiritual well-being.

- As part of the day program team develop a monthly activity program which is based on participants varying abilities and feedback.
- Liaise with Physiotherapist (PT) / Occupational Therapist (OT) in order to incorporate treatment goals into activity programs.
- As part of the day program team ensure resident individual exercise plan is followed.
- Report physical concerns to the Rehab Team, Day Program Coordinator, and Licensed Practical Nurse (LPN) in charge.
- As part of the day program team establish individualized care plans to meet the needs of participants.
- Maintain awareness of individual participant's needs and abilities and incorporate these into the program.
- Able to plan and lead various exercise classes, including Elder's Fitness, Elders in Motion and Armchair yoga.
- Maintain resident records to document progress and or concerns.
- Maintain confidentiality of all LTC residents and day program participants.
- As part of the day program team plan and organize activities to accommodate a variety of interests and abilities.
- Collaborate with existing community organizations and encourage residents and clients to participate in community events.
- Engage clients and families for participation ideas and feedback.
- Advocate for senior's programs and services within the Sahtu.
- Establish a trusting relationship in a non-threatening environment recognizing the cultural and ethnic origin of each individual.



2. Ensure provision of effective, efficient and appropriate Day Program Services.

- Work with the other activity team members to design and implement a program that encourages Life skill development and social well-being.
- Report client progress and concerns to the Day Program Coordinator and the LPN.
- Seek feedback from rehab team, during visits and gets updates on the exercise program for each resident as needed.
- Submit supply/equipment needs to the Day Program Coordinator for review.
- Attend regular staff meetings.
- Attend and participate in appropriate training workshops.
- May be requested to assist/perform other duties as required by the supervisor including but not limited to activities of daily living such as feeding and toileting residents.
- Work with the other staff to ensure continuity of care to clients.
- Is a member of the team.

3. Plan and organize activities that are culturally relevant to the client population.

- As part of the day program team structure activities with abilities and interest of the group as a whole.
- As part of the day program team plan outings and activities that will stimulate clients' needs and abilities.
- Offer creative opportunities for the activity participants.
- Encourage home care clients and other Elder's in the community to join Day Program activities.
- Ensure resident safety at all times.
- Maintain client privacy and confidentiality at all times
- Respect the cultural diversity of all residents.

WORKING CONDITIONS

Physical Demands

Work activities include physical lifting and pushing of participant's wheelchairs while in the building and in and out of the van during weekly outings and supporting participants with their exercises. May be required to lift, turn and assist with balancing while moving and transporting residents. Physical lifting of supplies and boxes that may be greater than 5 lbs.

Environmental Conditions

The incumbent experiences exposure to animals during Pet Therapy and to dust/dirt during the summer when providing outside activities, smoke from the fire in the Tepee and participating in cultural activities like cutting wild meat/fish.



Sensory Demands

On an ongoing basis the incumbent requires multiple senses to assess the appropriateness of participants at differing cognitive and physical levels participating in the offered activity.

Mental Demands

On a daily basis, the Coordinator is exposed to the potential risk of their participant's behaviour of acting out, i.e., verbal and physical abuse due to their health condition and diagnosis, and is also exposed to emotionally disturbing experiences from participants and/or their families that can be verbally and/or physically abusive. The Coordinator experiences resistance from clients regarding their participation in planned activities; other distressing or confrontational situations can occur relating to language and cultural differences and in meeting ongoing demands of participants with special needs. The incumbent may experience emotional upset due to the death of residents and in living and working in a small community.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge, and / or the ability to acquire and apply knowledge of the NWT Continuing Care standards, Home Care standards and NTHSSA Strategic Plans.
- Knowledge of and/or the ability to acquire and apply knowledge of the culture and traditions of Northern peoples in the Sahtu region.
- Knowledge and understanding of Accreditation standards including two patient identifier, and transfer of information, and hand washing ROPs.
- Knowledge and application of privacy and confidentiality practices and requirements.
- Interpersonal and communication skills - both oral and written; ability to maintain clear communication with clients regarding mutual expectations.
- Organizational and problem solving skills.
- Ability to work with the elderly, physically and mentally challenged client.
- Ability to treat residents and others with respect; listens, understands and responds effectively to other people, supports and serves people in an effective, tactful manner.
- Ability to generate ideas and identify new approaches to a task or activity.
- Leadership skills: need to encourage clients to attend or join an activity and motivate them and keep them engaged.
- Interpersonal skills and the ability to keep one's emotions under control.
- Problem solving skills and the ability to consider relevant information that applies to the problem at hand.
- Organizational and time management skills and the ability to work independently while remaining part of a teamwork environment.
- Ability to make decisions and solve problems within the scope of the job.
- Ability to actively participate in the health and safety of themselves and others, and act accordingly to correct obvious workplace health and safety concerns.



- Ability to operate a six-seat passenger van.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace

Typically, the above qualifications would be attained by:

One (1) year of direct work experience in programing for elders or persons with disability/functional impairments.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Proof of immunization in keeping with current public health practices is required.

The Activity Coordinator will be required to possess or acquire within a reasonable timeframe:

- Valid Class 5 Driver's License
- Food Safe Certificate
- First Aide, CPR and AED Certificate

Position Security

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) Intermediate (I) Advanced (A)
READING COMPREHENSION:
Basic (B) Intermediate (I) Advanced (A)
WRITING SKILLS:
Basic (B) Intermediate (I) Advanced (A)
- French preferred

Indigenous language: Select language

- Required Preferred