

Recreation Manager Job Posting

Temporary maternity coverage 18 months

Start date: Approx. mid August - September 2019

Please apply to: lindsaym@northcrestcare.ca

Qualifications:

Diploma, Degree, or related certification in recreation therapy from a recognized college/university, plus recent experience or combination of training.

First Aid & CPR

Food Safe Level 1

Violence Prevention Training (or willing to obtain)

WHMIS

Responsibilities:

- Responsible for recruitment, orientation, discipline and termination of Recreation staff, Therapy Services staff (Music Therapist, Horticulture Therapist, Art Therapist) and volunteers.
- Provides ongoing probationary & annual performance evaluations
- Identifies education needs for employees; participates in the development, implementation and evaluation of orientation, training and education programs for staff.
- Manages all Recreation staff work schedules, coordinates work assignments and maintains direct care hours as required
- Manages payroll for department
- Ensures performance issues of Recreation staff, students and volunteers are resolved to meet service standards and commitments
- Coordinates student placement programs within the Recreation Department and completes any documentation of such programs.
- Develops, implements, controls, and evaluates departmental goals, objectives, policies and procedures and ensures that required standards are maintained.

- Attends management team meetings, provides input into & participates in the strategic plan for assigned areas of responsibility.
- Serves on committees as assigned: Occupational Health and Safety Committee, Complex Care Committee, Quality Improvement Projects

- Acts as the facility liaison for the Resident Council. Coordinates support for the Resident Council as necessary.
- Liaises with community schools, groups and individuals to augment programs and promote the facility within the community.
- Ensures the ongoing maintenance of all recreation equipment and supplies and provides documentation of the same
- Maintains a current knowledge of administrative and emergency policies and procedures and participates emergency code drills.
- Develops and distributes monthly recreation program calendars and newsletters.
- Completes and submits Departmental month end reports
- Develops and coordinates Recreation Interventions that meet the emotional, cognitive, physical, social, spiritual needs and interests of the residents.
- Assess residents upon admission. Creates individual care plans for each resident. Contribute to MDS and progress note charting, care conference assessment.
- Facilitates Recreation programs and Interventions for the residents.
- Provides mentorship and education to Recreation staff on clinical best practice in the field of Therapeutic Recreation.
- Participates in community and corporate Continuous Quality Committees and initiatives as required.
- Perform all other duties as required.