



## Menno Place JOB DESCRIPTION

**JOB TITLE:** RECREATION AIDE

**DEPARTMENT:** Recreation / Resident Care/ Menno Home

**REPORTS TO:** Recreation & Volunteer Manager

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### **JOB SUMMARY:**

Under the direction of the Recreation & Volunteer Manager, the Recreation Aide is an integral member of the Menno Place team and is required to have a commitment to the vision, mission and values of Menno Place performing duties following Menno Place policies and procedures and ensuring safety for residents and staff.

This position requires teamwork, communication and cooperation. It is the expectation that the individual in this position contributes to a positive, safe working environment, takes instruction well and cooperates with their supervisor and co-workers. This person manages their time well and participates in continuous quality improvement of services provided.

### **DUTIES & FUNCTIONS:**

1. Encourages resident participation in individual and group recreational activities related to their needs, abilities and interests which promotes the physical, social, emotional, cognitive, and spiritual needs of the residents. Plan, organize and set up equipment in various areas; lead and teach related techniques.
2. Provides direction to volunteers during recreation programs.
3. Provides awareness to residents and family members of special events by means such as posters, use of the bulletin boards in each neighbourhood, resident council monthly meetings, and our website; encourages resident participation.
4. Decorates the facility in accordance with recognized holidays such as Christmas, Easter, Remembrance Day, Valentine's Day and St. Patrick's Day.
5. Accompanies residents on outings such as community events and tours.
6. Assists and encourage individual residents with specific needs such as; meals, walking, range of motion, exercises, and one: one visit.
7. Transports residents utilizing wheelchairs.
8. Observes residents during programs/activities and removes disruptive residents from the area.
9. Reports any change in residents' condition such as mobility, temperature, skin colour or general condition to the Team Leader of Care or delegate.
10. Participates as a member of the Care Conference Team by providing input into the needs of the residents.

11. Orientates new residents to the facilities Recreation Programs.
12. Maintains inventory of supplies and equipment; reports malfunctioning equipment and supply needs to the appropriate department.
13. Observes recreation programs and gathers information, charts resident's progress and recommendations for care plans. Assist with and collects data to assist in maintaining the Continuous Quality Improvement program.
14. Performs other related duties as assigned.

## **QUALIFICATIONS**

### Education, Training and Experience

- Grade 12 and graduation from a recognized recreational program of a minimum of one year, plus one years' recent related experience or an equivalent combination of education, training and experience.
- Food Safe and Serving It Right Certificate
- Must have current basic First Aid and C.P.R. Training
- Class 4 Drivers License (unrestricted)

### Skills and Abilities

- Ability to teach.
- Ability to communicate effectively in English both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position
- Ability to organize work.
- Ability to operate related equipment.

### Health & Safety

- Is aware of their rights and responsibilities and follow all health and safety policies and procedures.
- Works safely to reduce the risk of injury to self, co-workers, and residents.
- Is alert to and promptly reports all actual or potentially hazardous situations to immediate supervisor. Does not operate or use faulty equipment.
- Promptly reports personal injury to supervisor and seeks first aid as needed.
- Participates in fire safety demonstrations and fire drills, and knows the facility fire and disaster plan.

All applicants for this job posting must provide satisfactory proof, or have such proof on file, that he/she has received the COVID-19 vaccination and any required COVID-19 booster vaccination. This requirement shall be waived if the applicant has not received the vaccination due to any legislated protected human rights grounds. In such a case, and upon presentation of sufficient proof, the [Employer] shall make reasonable attempts to accommodate the applicant to carry out his/her role where possible recognizing that the health and safety of other employees and residents will be a priority.