

CITY CENTRE CARE SOCIETY

JOB DESCRIPTION

JOB TITLE: RECREATION PROGRAM COORDINATOR II

JOB SUMMARY: Supervises Activity Workers I, II and Program Coordinators I. Develops, implements, and evaluates recreation programs designed to support residents' health and well being.

RESPONSIBLE TO: Director – Operations & Leadership

KEY DUTIES AND RESPONSIBILITIES:

1. Plans implements and carries out a wide range of therapeutic activity programs such as arts and crafts, sports, music, woodworking, cooking, gardening exercises and sensory stimulation to meet the residents' physical, social, emotional, intellectual and spiritual needs and interests.
2. Develops program goals and objectives
3. Supervises Activity Workers I, II and Program Coordinators I as well as other designated staff by performing duties such as scheduling and coordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
4. Determines the recreation programs which meet the residents' needs and abilities by reviewing the care plan, interviewing the residents regarding their recreation history and consulting with family and other employees. Identifies, evaluates, implements and documents recreation goals and objectives based on individual interests and abilities.
5. Sets up and organizes furnishings and equipment for activity projects, teaches the techniques of related activities to residents, oversees residents' activities and reports problems and/or changes to Director – Operations and Leadership
6. Sets up calendar of events and teaches techniques of related activities.
7. Monitors, evaluates and documents residents' progress within the recreation programs and reports observations such as emotional well being and social behaviors.
8. Carries out resident's activity programs outside the facility; checks that the resident has appropriate clothing and necessary equipment for the activity, confirms details of proposed activity with nursing/dietary staff, coordinates the movement of residents during the activity and teaches the techniques of related activities.

9. Lifts, transfers, and ambulates residents according to established policies and procedures to and from activity programs.
10. Conducts and documents individual leisure assessments by interviewing residents, families and/or significant others; communicates the information regarding residents needs, interests with other staff members.
11. Documents residents' participation in the activity program attendance records.
12. Documents and reviews care plans for each resident in the Health Care Records.
13. Participates as a member of the Inter-Disciplinary Team by providing input into the planning needs of the residents.
14. Orientates new residents to facility Activity Programs.
15. Schedules work assignments and provides direction to volunteers during activity programs and demonstrates related techniques as required.
16. Drives a bus/van (not exceeding 25 passengers) for community outings, ensuring a pre-trip inspection and regular safety checks are made on the vehicle.
17. Cleans and maintains department equipment; maintains cleanliness and keeps storage areas tidy and reports unsafe or faulty equipment to the Director – Operations & Leadership.
18. Checks activity equipment tools and materials and advises the Director - Operations and Leadership when new supplies or equipment/tool repairs are required.
19. Attends a variety of meetings and committees such as quality assurance program, staff in-service, continuing education programs, approved work related conferences and seminars as required by administration.
20. Performs other related duties as assigned.

JOB QUALIFICATIONS:

Education, Training and Experience:

Grade 12, completion of a recognized Recreation degree program plus three year recent related experience or an equivalent combination of education, training and experience.

Must have current basic First Aid Certificate, C.P.R. and a Class 4 driving license (unrestricted).

Skills and Abilities:

- Ability to teach.
- Ability to communicate effectively both verbally and in writing in the English language.
- Ability to deal with others effectively.
- Ability to organize work.
- Ability to operate related equipment.
- Physically capable of carrying out duties of the position.

Originated: March 2017

APPROVED: _____ DATE: _____
EXECUTIVE DIRECTOR