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## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	UNCERTIFIED RECREATION FACILITATOR
<b>DEPARTMENT:</b>	RECREATION
<b>CLASSIFICATION:</b>	RECREATION WORKER - UNCERTIFIED
<b>UNION:</b>	MGEU - COMMUNITY SUPPORT

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## REPORTING RELATIONSHIPS

<b>POSITION REPORTS TO:</b>	RECREATION COORDINATOR
<b>POSITIONS SUPERVISED:</b>	NOT APPLICABLE

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## POSITION SUMMARY

The Recreation Facilitator is a member of the health care team, working under the general direction of the Regional Recreation Program Manager while demonstrating a commitment to service excellence and continuous quality improvement and is responsible for assessment, planning, implementation, and evaluating recreation programs designed to enhance the quality of life for Residents on both an individual and group basis. The Recreation Facilitator is flexible and able to function effectively in a dynamic and ever-changing health care environment. The position of Recreation Facilitator functions in a manner consistent with and supports the mission, vision and values of the Interlake- Eastern Regional Health Authority.

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## ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

### ASSESSMENT

- Conducts individual recreation assessments on residents assigned to them by the Recreation Coordinator.
- Observes and recognizes deviations from normal in residents' basic care needs.
- Assess the environment for safety.

## PLANNING

- Assists with the planning of recreation programs according to the identified needs and interests of individual residents' residing in the personal care home.
- Assists with planning a variety of programs that encompass social, cultural, mental, physical and spiritual needs of the residents.
- Assists with scheduling visits with families.
- Maintains communication with all other disciplines when planning, implementing programs.
- Plans and organizes workload according to identified daily programs.
- Plans for resident safety.
- Plans constructive use of time.
- Supports a team approach in the planning, development and implementing of the social and recreational programming.

## IMPLEMENTING

- As a member of the Health Care Team, utilizes a caring, problem solving approach, promoting physical, psychological, cultural, social and spiritual wellbeing of the resident.
- Conducts individual, small group and large group recreation programs and supports leisure lifestyles as appropriate to meet identified resident needs.
- Keeps appropriate records as required in the department and the facility.
- Screens all visitors including assessment for symptoms or known exposure to COVID-19 prior to any visitations.
- Assists with transportation of residents to and from visitation areas.
- Orders supplies as required in the work area ex hand sanitizer, disinfecting wipes.
- Keeps resident visitation areas neat and tidy, removing and cleaning/disinfecting all areas between resident visitation episodes.
- Monitors resident visitations ensuring Infections Prevention and Control practices are maintained including the maintenance of physical distancing requirements.
- Supports visitors – answers questions as able and provides information and support to visitors to ensure they understand their responsibilities for a safe visit. Monitors interactions between residents and General Visitors to ensure compliance with Public Health orders and policies and procedures. Seeks assistance from supervisor for any areas of concern.
- Assists residents with virtual visits – ensuring residents are able to establish virtual connection with their loved ones and that shared equipment is cleaned between resident use.
- Demonstrates the responsibility for and the application of concepts of caring, health and wellness in response to meeting basic human needs including activity, comfort, mobility, nutrition, rest, recreation, safety, social and spiritual needs.
- Assists residents to maintain independence within their capabilities.
- Responds appropriately to residents' experience of loss or change and assists them to cope with the effects of physical and emotional stress.
- Provides leisure opportunities in consideration of dignity, individuality and privacy needs.
- Demonstrates a caring interpersonal approach, and communicates effectively with resident/family /visitors and team members.
- Demonstrates ability to communicate with others who are experiencing communication difficulties.

- Demonstrates knowledge of body systems and functioning, as well as commonly occurring health problems as it relates to resident needs.
- Demonstrates initiative in meeting resident needs.
- Utilizes a problem solving approach in carrying out the daily program.
- Acts as a resident advocate.
- Participates in resident care conferences as appropriate.
- Performs delegated programming according to Policies and Procedures.
- Practices proper body mechanics.
- Utilizes appropriate resources.
- Utilizes time constructively.
- Reports observations related to residents to the Clinical Resource Nurse or Nurse in Charge.
- Observes and records data appropriately and accurately.
- Copes with unanticipated occurrences.
- Demonstrates receptiveness to ideas and readily participates in implementing change.
- Assumes responsibility for the program in the absence of the Recreation Coordinator.
- Assists with the supervision of volunteers and students as directed by the Recreation Coordinator.
- Participates in quality improvement and accreditation programs.
- Maintains clean, safe and tidy environments in all Recreation designated areas.

#### EVALUATION

- Assists in measuring outcomes and evaluates effectiveness of programs.
- Evaluates effectiveness of own communication with residents/family/visitors and team members.
- Evaluates use of own time.
- Evaluates contribution to conferences, meetings, etc.
- Participates in evaluation of changes and revisions occurring in resident care programming and services.

#### PROFESSIONAL

- Performs the role in a safe, responsible and accountable manner.
- Knowledgeable in facility Fire/Safety/and Disaster Plans: use of equipment as well as Policies and Procedures related to security and client safety.
- Integrates the Interlake Eastern Regional Health Authority values, vision and mission into daily programming.
- Follows legislated requirements and ethical guidelines.
- Maintains confidentiality of all data and information related to residents, families and facility.
- Functions in a professional manner, always encouraging resident autonomy to preserve dignity and self-esteem and promote quality of life.
- Works within scope of job description and seeks supervision appropriately.
- Reports significant information.
- Exhibits confidence, initiative and competence in the work environment.
- Keeps current in knowledge and practical skills related to the position, accessing training opportunities both within the facility and in the community.

- Pursuant to the Regional Health Authority Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

**OTHER**

- Performs other duties as assigned.
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**QUALIFICATIONS**

**EDUCATION/CERTIFICATION:**

- Grade 10
- Certificate in Safe Food Handling required

**REQUIRED KNOWLEDGE:**

- Physical and mental health to meet work demands
- MSIP will be provided by the employer should employees be untrained in safe transfer principles
- Demonstrates understanding of the role of the Recreation Facilitator
- Possesses good written and oral communication skills
- Commitment to continuing self-development and continuous quality improvement
- Genuine interest in health care especially of the elderly and disabled
- Ability to assess residents' capabilities, limitations, and special needs

**EXPERIENCE REQUIRED:**

- Previous related experience working in the field of recreation required

**SKILLS/COMPETENCIES:**

- Self-directed and able to work with minimum of supervision
  - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
  - Proficiency of both official languages is essential for target and designated bilingual positions.
  - Completes and maintains a satisfactory pre-employment security check.
  - Satisfactory employment record.
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**WORK CONDITIONS**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
  - May be required to travel throughout the region as duties may require
  - No hazardous or significantly unpleasant conditions.
  - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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**WORKPLACE SAFETY AND HEALTH**

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

**PATIENT SAFETY**

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

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Created: \_\_\_\_\_  
Date

Revised: \_\_\_\_\_  
July 28, 2020  
Date

Approved by: \_\_\_\_\_  
Regional Manager/ Supervisor \_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Vice President/ CEO \_\_\_\_\_  
Date

Reviewed by: \_\_\_\_\_  
Vice President, Human Resources \_\_\_\_\_  
Date

*Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no*

*instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*