



POSITION DESCRIPTION

POSITION TITLE:	RECREATION COORDINATOR
DEPARTMENT:	RECREATION
CLASSIFICATION:	ACTIVITY COORDINATOR
UNION:	MGEU - COMMUNITY SUPPORT

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	REGIONAL RECREATION PROGRAM MANAGER
POSITIONS SUPERVISED:	RECREATION FACILITATORS

POSITION SUMMARY

The Recreation Coordinator 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. The Recreation Coordinator, in consultation with the Regional Recreation Program Manager plans, coordinates, facilitates and evaluates recreation programs to meet the needs of individuals and groups of Residents utilizing the assessment, planning, implementation and evaluation as a framework for performance. The Recreation Coordinator is responsible for the recruitment, orientation and scheduling of volunteers. The Recreation Coordinator is flexible and able to function effectively in a dynamic and ever-changing health care environment. The position functions in a manner consistent with and supports the mission, vision and values of the Interlake – Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

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

ASSESSMENT

- Ensures Recreation Assessments are completed on every resident
- In consultation with the Regional Recreation Program Manager assesses departmental needs in terms of supplies and schedules
- Observes and recognizes deviations from normal in residents' basic care needs

- Collects indicator data as directed by the Regional Recreation Manager
- Assess the environment for safety

PLANNING

- Plans recreation programs according to the identified needs and interests of individual residents' residing in the personal care home
- Plans a variety of programs that encompass social, cultural, mental, physical and spiritual needs of the residents
- In consultation with the Regional Recreation Program Manager the Recreation Coordinator plans and implements special event programs
- Ensures individualized recreation care plans are completed for every resident as part of the overall resident care plan
- Prepares reports on current and planned programs for Regional Recreation Program Manager
- Recruits volunteers
- Plans fundraising initiatives for Resident Council
- 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
- Orientates new Recreation employees and volunteers to the site
- Responsible for implementing fundraising initiatives
- Responsible for the maintenance of all program records and files including resident assessments, recreational care plans, audits and progress notes, etc.
- Implements Resident Advisory Council Meetings monthly
- Supervises Recreation Facilitators and Volunteers
- Monitors annual operating budget, orders equipment and supplies within allocated resources and department policy
- Participates in site meetings and committees
- 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
- 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
- Conducts monthly calendar audit and quarterly program audits
- Assists the Regional Recreation Program Manager in evaluation of Recreation Facilitators for performance appraisals
- 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 Recreation Coordinator 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.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Grade 12
- Completion of the Recreation Facilitator for Older Adults Certificate or a recognized Activities/Recreation program required or willing to enroll and successfully complete within a reasonable time frame
- Applicants with certificate will be given priority. Non Certified applicants may be considered if there are no certified applicants
- Certificate in Safe Food Handling required

REQUIRED KNOWLEDGE:

- Physical and mental health to meet work demands
- Excellent organizational and interpersonal skills
- Demonstrates understanding of the role of the Recreation Coordinator
- 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:

- Minimum of two (2) years related experience required
- Previous experience working as a Recreation Coordinator /Recreation Facilitator is preferred

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

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 adherences to Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.
- 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

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services. Patient safety is a standing item for all individual and departmental meetings.
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Created: March, 2014
Date

Revised: _____
Date

Approved by: _____
Regional Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Executive Director, 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.