



POSITION DESCRIPTION

POSITION TITLE: REGIONAL RECREATION PROGRAM MANAGER

DEPARTMENT: PERSONAL CARE HOME PROGRAM

CLASSIFICATION:

UNION: NON-UNION

REPORTING RELATIONSHIPS

POSITION REPORTS TO: REGIONAL DIRECTOR – PERSONAL CARE HOME PROGRAM

POSITIONS SUPERVISED: RECREATION PROGRAM WORKERS

POSITION SUMMARY

The Regional Recreation Program Manager is responsible for the functioning of the regions Recreation Programs while demonstrating leadership in the commitment to service excellence and continuous quality improvement. The Regional Recreation Program Managers' primary responsibilities relate to the coordination of recreation programming, human resource management, fiscal management, policy development, program planning, quality management and program equipment/ supplies/ environment management, committee participation and communication. The position of Regional Recreation Program Manager 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:

The Regional Recreation Program Manager is responsible for ensuring the operating and performance of Recreation Services in Personal Care Homes which promote and/ or maintain the resident's individualized social and recreational needs, abilities and interests.

ASSESSMENT:

- Assess the demographics at each site, identifies trends and plans the implementation of programming based on outcomes.
- Assesses resident's needs in determining types of programs to be developed.
- Assesses the environment in relation to Manitoba Health Personal Care Home Standards and makes recommendation for change.
- Assesses for safe environment for clients to minimize risks to clients and staff.

PLANNING:

- Establishes Regional Recreation Program goals and sets priorities.
- Demonstrates a team approach in the planning, developing, implementing and evaluating of social and recreational programs.
- Identifies ongoing staff education needs.

IMPLEMENTING:

- Supports and promotes the Social Model of Care in the Interlake-Eastern RHA Personal Care Home facilities.
- Assesses, plans, implements and evaluates Recreation Programs in collaboration with the Recreation Program Worker.
- Provides leadership and promotes teamwork for the site, day to day planning and carrying out of programs.
- Maintains and promotes a positive environment by respecting residents' rights and concerns and maintaining dignity and uniqueness.
- Is a role model in the provision of Quality Care by reinforcing philosophy, mission, value statement, roles, objectives, policies and procedures to residents/ families and staff.
- Acts as a resource to Recreation Program Workers and provides direction towards meeting professional standards of practice.
- Ensures resident family council meetings are active in each facility.
- Conducts staff performance appraisals.
- Ensures the availability of competent and skilled staff necessary to provide and support quality care.
- Identifies staff performance issues and consults with the appropriate resource.
- Promotes Quality Improvement and Risk Management goals and initiatives with the program team.
- Provides leadership related to issues, trends, and programming for the Recreation Program team.
- Promotes leading practice in the delivery of Recreation programming.
- Prepares, in consultation with the Regional Director of Personal Care Home Program, the annual budget and administers the department budget within the allocated resources.
- Responsible for the planning and ordering of capital equipment and ongoing recreation supplies for each personal care home site.
- Participates in the recruitment, orientation and supervision for volunteers and students.
- Ensures that staff/volunteers are knowledgeable regarding proper use, storage and handling of equipment and hazardous materials and remain current with regard to Long Term Care Standard Requirements.
- Reports any unusual incidents or concerns regarding residents care to the appropriate person.

- Attends and participates in departmental and facility meetings, committees and coordinates resident life enhancing projects as appropriate.
- Participates in the accreditation process and provides leadership to the team.

EVALUATION:

- Develops indicators and measures outcomes to evaluate the effectiveness of the programming.
- Evaluates Recreation Programs in relation to program standards.
- Evaluates the changing needs in programming and/ or human resources and makes recommendations to the Regional Director of Personal Care Home Program.
- Evaluates effectiveness of own communication with residents/ family/ visitors and team members.

PROFESSIONAL:

- Integrates the Interlake-Eastern RHA 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.
- Demonstrates Leadership and promotes team function in a professional manner, always encouraging client autonomy to preserve dignity and self-esteem and promote quality of life.
- Serves as a resource to staff and other health care professionals.
- Collaborates with staff to identify, plan and facilitate implementation and evaluate orientation and employee development programs.
- Maintains knowledge of new developments in program areas, accessing training opportunities both within the organization and beyond.
- Participates in committee and project work. Establishes and maintains effective working relationships.
- Communicates with outside agencies to ensure continuity of services.
- 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:

- Completion of recognized Activities/ Recreation program required. Undergraduate degree in Recreation Management and Community Development preferred.
- Courses related to Gerontology would be an asset.
- Certificate in Safe Food Handling required.

REQUIRED KNOWLEDGE:

- Additional education and experience in recreation leadership and management an asset.

EXPERIENCE REQUIRED:

- Minimum 3 years current applicable recreation experience.

SKILLS/COMPETENCIES:

- Ability to communicate effectively both verbally and in writing with professional and non-professional staff, residents and their families.
 - Excellent organizational and interpersonal skills.
 - Committed to continuing professional development.
 - Given the cultural diversity of the 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.
 - Will be required to travel throughout the region as duties may require.
 - Require a road worthy vehicle, a valid driver's license and liability insurance of at least \$1,000,000.00.
 - 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.

Created: _____
Date

Revised: _____
November 2015
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.