

KIWANIS VILLAGE NANAIMO

POSITION DESCRIPTION: RECREATION COORDINATOR

DEPARTMENT: RECREATION

CLASSIFICATION: OUT OF SCOPE

REPORTS TO: EXECUTIVE DIRECTOR

ROLE SUMMARY:

This position is responsible to the Executive Director or designate and working in alignment with operation and therapeutic recreation, the Recreation Coordinator directly supervises the Recreation department.

The Recreation Coordinator will be a culture change catalyst and, through strong leadership, ability to problem solve and build organization capacity, will help shift our culture away from institutionalized care as the norm and take a key role in helping our community create our shared, inclusive vision.

DUTIES AND RESPONSIBILITIES:

The incumbent has staff and is responsible for:

1. Preparing and writing position descriptions;
2. Hiring and disciplining of staff up to and including termination;
3. Maintaining acceptable staffing levels as well as ensuring the staff have adequate skills, abilities and temperament to perform the duties expected of them;
4. Planning, assigning and evaluating the work of the recreation staff;
5. Training and orientating staff to their job responsibilities;
6. Ensuring staff have appropriate credentials and these are maintained in good order;
7. Ensuring staff have appropriate dress code in the performance of their duties and in consideration of, as well as consistent with organizational policy and guidelines;

8. Ensuring staff receive appropriate health and safety instructions associated with their work and in the interests of public and client safety including participation in disaster preparedness seminars and training;
9. Conducting annual performance evaluations;
10. Administering union contracts and participates in the grievance procedure where necessary; and,
11. Approving overtime, leave of absence and vacation request for the department in accordance with organizational policies and guidelines.

Administers appropriate and effective programs and services on behalf of residents by:

1. Being cognizant of the Residents' medical, physical and emotional problems in collaboration with care and support staff;
2. Completing assessments of their functional social and recreational skills and updating same in Point Click Care;
3. Update resident documentation and care planning with regards to the therapeutic recreation/social history
4. Coordinate the RAI for the sections that the recreation team is responsible for (F, N & P1b)
5. Developing therapeutic recreational and social programs to meet the individual needs of resident and adult day care clients;
6. Participating in multi-disciplinary team conferences;
7. Being responsible to implement and maintain a Quality Assurance Program for the Recreation Department;
8. Being responsible for in-service programs for the department;
9. Meeting with the Residents' Council to address their needs and concerns;
10. Conducting annual surveys of resident interests, and includes families and friends in this;
11. Providing a wide diversity/variety of recreation programs;
12. Providing a monthly schedule of recreation activities and posts/publishes this as is appropriate;
13. Maintaining appropriate records;

14. Being responsible for the appearance, orderliness and safety of the activity area;
15. Maintain oversight of the Kiwanis Village TV channel
16. Maintaining social media-Facebook & Instagram
17. Support of culture change initiatives including the Household model and person-centred care philosophies
18. Advocacy for seniors considering social determinants of health.
19. Participate as member of the leadership team;
20. Conducts presentations to the Board when required by the ED;
21. Member of the Staff Wellness Committee

QUALIFICATIONS:

- A degree in Therapeutic Recreation or Recreation Management is required with a CTRS designation preferred
- Possess a minimum of two year's recent related experience in health care;
- Supervisory training and two years of managerial experience;
- Valid First Aid
- Serving It Right

SKILLS AND ABILITIES:

- Demonstrated leadership skills;
- Ability to teach and supervise others;
- Ability to work within a Union environment
- Ability to assess the daily needs and requirements of the residents
- Motivate, instill confidence and build morale;
- Physical ability to carry out the duties of the position
- To be conversant in the use of and effectively employ software programs for word processing, spreadsheets, data representation, and publishing materials;
- Design and develop collateral materials like charts, schedules, brochures, reports, and documents;
- Ability to communicate extremely well, in both writing and orally;
- Must be a skilled negotiator and mediator;

- Must have the drive and enthusiasm and be able to take on challenges;
- The incumbent must have a valid BC Driver's License and must maintain that in good standing at all times
- Demonstrate tact, courtesy and understanding in communicating with residents, their families, staff and the community even under the direst of circumstances;
- To work collaboratively with peers in the interest of the organization;
- To work flexible hours to meet the needs of residents and the organization

I (Print name of employee), have read and understand this position description and by my signature accept the responsibilities and expectations placed upon me, and in my care/custody. I agree to carry out those functions as described, and accept that if they are not carried out to the satisfaction of the Board I can be terminated from this position. Notwithstanding this, my position can be terminated due to financial and other operational needs.

Signature of employee.....

Witness

Date
