



Provincial Job Description

TITLE:
(201) Recreation Working Supervisor

PAY BAND:
14

FOR FACILITY USE:

SUMMARY OF DUTIES:

Supervises and directs the Recreational Activity Department. Plans, organizes, implements and validates programs to meet the social, cultural, recreational, physical, mental, emotional and spiritual needs of the clients/patients/residents.

QUALIFICATIONS:

- ◆ Therapeutic Recreation diploma

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Leadership and organizational skills
- ◆ Ability to work independently
- ◆ Interpersonal and communication skills
- ◆ Ability to work with special needs clients/patients/residents
- ◆ Valid drivers license, where required by the job

EXPERIENCE:

- ◆ **Previous: Twelve (12) months previous discipline-related experience to consolidate knowledge and skills.**

KEY ACTIVITIES:

A. Supervision / Administration

- ◆ **Supervises, orientates and schedules department staff.**
- ◆ **Develops volunteer programs; recruits, interviews and schedules volunteers.**
- ◆ **Provides input into hiring and performance appraisals and performance reviews.**
- ◆ **Provides input into budget and ensures compliance within budget guidelines.**
- ◆ **Orders, purchases and maintains supplies and equipment.**
- ◆ **Provides input into and ensures compliance with policies and procedures.**
- ◆ **Acts as a liaison with other departments.**
- ◆ **Ensures continuing education and training of department staff.**

B. Activities / Events

- ◆ **Develops, plans, organizes, schedules and implements recreational programs and activities for clients/patients/residents.**
- ◆ **Coordinates and arranges for portering/transportation for clients/patients/residents (e.g., medical appointments, facility functions).**
- ◆ **Validates and arranges resident-specific activities.**
- ◆ **Coordinates various services (e.g., library, pastoral care and volunteer).**
- ◆ **Coordinates and provides set up, decorating and clean up following activities.**
- ◆ **Maintains activity and storage areas.**
- ◆ **Attends to client/patient/resident individual needs and interests (e.g., shopping/social functions).**
- ◆ **Maintains communication for clients/patients/residents and staff (e.g., communication books, daily whiteboards, calendars and newsletters).**
- ◆ **Advocates on behalf of clients/patients/residents.**
- ◆ **Directs and supervises clients/patients/residents and volunteers.**

C. Evaluation / Documentation

- ◆ Evaluates and documents client/patient/resident needs and abilities.
- ◆ Develops goals and assessment process for each activity carried out.

D. Communications / Public Relations

- ◆ Acts as a liaison with clients/patients/residents, families and outside agencies.
- ◆ Maintains relationships with auxiliary groups, service clubs and schools.
- ◆ Coordinates fundraising and grant applications.
- ◆ Participates in client/patient/resident care plans and multi-disciplinary/family meetings.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: June 26, 2005

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