



Provincial Job Description

TITLE:
(307) Recreation Worker

PAY BAND:
10

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides organized recreation and leisure activities to enhance clients/patients/residents quality of life (mental, emotional, physical and spiritual).

QUALIFICATIONS:

- ◆ **Grade 12**

KNOWLEDGE, SKILLS & ABILITIES:

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

EXPERIENCE:

- ◆ **Previous: Twelve (12) months previous experience working in a health care environment.**

KEY ACTIVITIES:

A. Activities / Events

- ◆ **Delivers recreational activities, events and programs (e.g., birthday parties, gardening, music/reading programs, baking, devotionals, exercises and mobility, holiday events).**
- ◆ **Arranges, delivers and monitors programs to meet the ability and needs of clients/patients/residents.**
- ◆ **Ensures recreation areas are secured to match the cognitive/physical needs of clients/patients/residents.**
- ◆ **Maintains activities and storage areas.**
- ◆ **Facilitates activities; encourages and assists with client/patient/resident interaction.**
- ◆ **Maintains communications through communication books, daily white boards, calendars and newsletters.**
- ◆ **Contacts and involves clients/patients/residents families in activities and events.**
- ◆ **Acts as liaison with/reports to nursing and therapy departments regarding client programs/participation.**
- ◆ **Prepares, decorates and sets up the activity area by moving furniture, obtaining necessary equipment and organizing crafts or games.**
- ◆ **Maintains records of volunteers, activities and attendance.**
- ◆ **Arranges and monitors volunteer programs.**
- ◆ **Provides occasional guidance to the primary function of others, including training.**
- ◆ **Responds to incoming/outgoing calls and enquiries.**

B. Client/Patient/Resident Activity Monitoring

- ◆ **Observes client/patient/resident reactions and documents responses to activity.**
- ◆ **Monitors client/patient/resident emotional, physical, cognitive ability and spiritual well-being.**
- ◆ **Participates in client/patient/resident care plan, multi-disciplinary and family meetings.**
- ◆ **Porters clients/patients/residents to and from events.**
- ◆ **Assists clients/patients/residents with feeding and toileting (on outings), as required.**
- ◆ **Assists clients/patients/residents to community outings and shopping.**

C. Related Key Work Activities

- ◆ **Purchases activity/craft materials and supplies.**
- ◆ **Participates in fundraising activities.**
- ◆ **Performs errands for client/patient/resident individual needs (e.g., mail, personal shopping).**
- ◆ **Arranges for transportation to outings.**
- ◆ **Develops routes and drives vehicle for client/patient/resident outings, where required by the job.**
- ◆ **Arranges for vehicle maintenance and servicing, where required by the job.**
- ◆ **Prepares billings, submits receipts and maintains records for vehicle usage, where required by the job.**
- ◆ **Cares for pets and plants in the facility.**
- ◆ **Manages and monitors clients/patients/residents activity money.**

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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: Dec 21/2011