



Provincial Job Description

TITLE:
(023) Recreation Coordinator

PAY BAND:
13 (Current)
12 (On Hold)

FOR FACILITY USE:

SUMMARY OF DUTIES:

Develops, plans, organizes, validates and delivers 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:

- ◆ Basic computer skills
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Ability to work independently
- ◆ Valid driver's license, where required by the job

EXPERIENCE:

- ◆ Previous: No previous experience.

KEY ACTIVITIES:

A. Activities / Events

- ◆ **Develops, plans, organizes, schedules and delivers recreational programs and activities for clients/patients/residents.**
- ◆ **Coordinates and arranges for portering/transportation for clients/patients/residents (e.g., medical appointments, facility functions).**
- ◆ **Ensures recreation areas are secured to match the cognitive/physical needs of clients/patients/residents.**
- ◆ **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/families and staff (e.g., communication books, daily whiteboards, calendars and newsletters).**
- ◆ **Advocates on behalf of clients/patients/residents.**
- ◆ **Tracks client activity.**
- ◆ **Provides program direction to clients/patients/residents and volunteers.**

B. Coordination / Administration

- ◆ **Plans volunteer programs.**
- ◆ **Assists with recruitment, interviewing and scheduling volunteer applicants.**
- ◆ **Provides occasional guidance to the primary function of others, including training.**
- ◆ **Schedules and coordinates volunteers.**
- ◆ **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.**

C. Evaluation / Documentation

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

D. Communication / Public Relations

- ◆ Acts as a liaison with clients/patients/residents, resident councils, 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.
- ◆ Obtains social histories, outing and photo consents, takes photographs for charts, resident room doors and pharmacy identification.

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: November 15, 2017