



Provincial Job Description

TITLE:
(201) Recreation Working Supervisor

PAY BAND:
14

FOR FACILITY USE:

SUMMARY OF DUTIES:

Supervises and directs the Recreational Activity Department. Develops, plans, organizes, validates and delivers programs to enhance the holistic care of clients/patients/residents (mental, emotional, physical, spiritual and cultural).

QUALIFICATIONS:

- ◆ Therapeutic Recreation diploma

KNOWLEDGE, SKILLS & ABILITIES:

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

EXPERIENCE:

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

KEY ACTIVITIES:

A. Supervision / Administration

- ◆ **Supervises 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).**
- ◆ **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 through a variety of means.**
- ◆ **Advocates on behalf of clients/patients/residents.**
- ◆ **Records client activity.**
- ◆ **Directs and supervises clients/patients/residents and volunteers.**
- ◆ **Coordinates virtual visits (e.g., FaceTime, Zoom).**

C. Evaluation / Documentation

- ◆ **Evaluates and documents client/patient/resident needs and abilities.**
- ◆ **Develops goals and assessment process for each activity carried out.**
- ◆ **Evaluates programs.**
- ◆ **Observes, reports and records physical and psychological observation in client/patient/resident condition.**

D. Communications / Public Relations

- ◆ Acts as a liaison with clients/patients/residents, resident/family 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.

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: April 20, 2023