



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, 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 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 discipline-related experience to consolidate knowledge and skills.

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 for clients/patients/residents and staff (e.g., communication books, daily whiteboards, calendars and newsletters).
- ◆ Advocates on behalf of clients/patients/residents.
- ◆ Tracks client activity.
- ◆ 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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: June 12, 2018