



POSITION DESCRIPTION

POSITION TITLE: Activity/Recreation Worker **DEPARTMENT:** Therapeutic Recreation
CLASSIFICATION: Activity/Recreation Worker **APPROVED BY:** Regional Lead – Human Resources
UNION: CUPE Community Support **DATE APPROVED:** June 23, 2017

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Activity/Recreation Supervisor, or Activity/Recreation Coordinator, or Activity/Recreation Manager or Manager, Health Services

POSITIONS SUPERVISED: Volunteers, Students

POSITION PURPOSE

The Activity/Recreation Worker promotes the overall quality of life for clients in health care facilities (hospitals, transitional care centers and personal care homes).

The incumbent exercises a moderate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- A. Assessment
 - Assesses the client's recreation/leisure needs, abilities and interests using an evidence-based approach.
 - Includes the client and/or his/her representative/designate in the assessment.
 - Communicates assessment findings to the client and/or his/her representative/designate and the health care team.
 - Reassesses as necessary.

- B. Therapeutic Recreation Plan Development and Implementation
 - Develops individualized therapeutic recreation plans, including goals, together with the client and/or his/her representative/designate.

- Facilitates individualized therapeutic recreation interventions in accordance with the plan and goals.
- Provides one-to-one recreation/leisure interventions as needed.
- Develops individual and group interventions with the goals of enhancing life-long leisure skills and attitudes, eliminating barriers to leisure and optimizing leisure involvement of the client.
- Develops and delivers therapeutic recreation programs and activities for groups.
- Facilitates community access which may include accompanying/transporting clients to recreation activities and performing assigned care tasks as needed according to established policies and procedures.
- Delivers effective and efficient care under the direction of the supervisory position that promotes the client's choices and acknowledges the client's strengths and limitations.
- Uses resources effectively to deliver therapeutic recreation services.

C. Documentation and Evaluation

- Completes documentation about client progress and engagement in therapeutic recreation programming and activities.
- Uses established outcome measures to evaluate the effectiveness of interventions.
- Prepares reports as requested to reflect evidence of progress and monitoring client response to the therapeutic recreation plan.

D. Interdisciplinary Collaboration

- Shares the therapeutic recreation program plan with clients, their representatives/designates and members of the health care team.
- Engages clients, representatives/designates and other members of the health care team to carry out and deliver the therapeutic recreation program and activities.
- Establishes and maintains a working relationship with clients, their representatives/designates and coworkers for the purpose of meeting the client's needs.
- Participates in team goal setting, problem solving, conflict resolution and collaboration to ensure comprehensive and appropriate service delivery.
- Promotes and applies a client-centered model of care within the interdisciplinary health care team.
- Actively participates in Resident Council meetings where applicable, staff meetings, and client care conferences.

E. Professional Development and Research

- Pursues opportunities to develop and enhance individual knowledge, skills, and abilities.
- Identifies learning and development needs through self-assessment, peer feedback, and trends in current practice.
- Recognizes own level of competency and seeks appropriate direction or assistance.
- Participates in continuing education, to ensure skills and abilities are maintained and enhanced.
- Applies an evidence-based approach to clinical problem solving including accessing, analyzing, and applying current applicable literature and research.

F. Leadership

- Provides guidance, leadership, and/or supervision to Volunteers and, students.

G. Continuous Quality Improvement

- Participates in continuous quality improvement activities as required by completing audits, collecting data, monitoring variances to expected outcomes, and making recommendations for change based on documented results.
- Participates in required reviews (e.g. Personal Care Home Standards reviews) and other quality assurance initiatives (e.g. Accreditation).
- Actively participates in the budgetary process of identifying equipment and resource materials required by individuals and/or the facility.

H. Risk Management/Operations

- Models respectful, safe, ethical, practice by maintaining competence, providing evidence-based interventions and knowing when to consult or refer to another professional to ensure appropriate attention to individual client needs.
- Provides Therapeutic Recreation services and programming in a manner which promotes client safety, dignity, recognition of client rights, and acknowledges the spiritual and cultural beliefs, and diversity and values of clients.
- Adheres to WHMIS Guidelines, Workplace Safety and Health Regulations and Infection Control Guidelines. Ensures familiarity with the applicable facility fire and disaster plans, and participates in drills.
- Demonstrates proper use of body mechanics, techniques for lifting and transferring clients and the safe use of equipment and follows cleaning / maintenance schedules.
- Organizes and prioritizes work according to client needs, workflows and assigned tasks.
- Exercises initiative in carrying out tasks and demonstrates sound judgment and time management skills.
- Uses critical thinking skills to guide decision-making within scope of responsibility.
- Reports pertinent information to the supervising position.
- Maintains confidentiality of client information at all times.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS

1. Achievement of essential functions and basic duties as outlined above.
 2. Performance that contributes to a respectful workplace, Southern Health-Santé Sud mission, vision, core values policies and procedures.
 3. Biennial performance appraisal.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Grade XII education required.
- Recognized Therapeutic Recreation/Activity Programming certificate or equivalent relevant education required.
- Minimally, completion of four courses of the “Therapeutic Recreation Facilitator for Older Adults” program (Red River College) or equivalent is required:
 - RECF-1045 Foundation to Therapeutic Recreation.
 - RECF-1046 TR Leisure Concepts.
 - RECF-1047 TR Cognitive Impairment.
 - RECF-1051 Documentation Skills.
- Certified Food Handler Certificate.

EXPERIENCE REQUIRED:

- A minimum of two (2) years recent relevant experience preferred.
- Experience working with an older adult population.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Given the cultural diversity of our region, the ability to respect and promote a cultural diverse population is required.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums.
- Demonstrated ability to meet the physical and mental demands of the job.
- Good work and attendance record.
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate.
- All Health Care workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy.
- Requires a valid Class V driver’s license, an all purpose insured vehicle and liability insurance of at least \$1,000,000.00.
- Requires a valid Class IV driver’s license (site dependent).

WORK CONDITIONS:

- No hazardous or significantly unpleasant conditions.
- May work occasionally evenings and weekends as necessary.
- Will be required to travel to other regional facilities as the position duties may require.

SALARY SCALE:

As per CUPE Community Support Collective Agreement Salary Scale.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.