



JOB DESCRIPTION

Job Title: Recreation Programmer	Department: Client Programs or Day Programs	Division: Bonnechere Manor	Reports to: Client Programs/Outreach Supervisor
Revision Date: November 2007	Salary Grid:		

Approval:	Department Head	_____
	Supervisor	_____
	Employee	_____
	Staff Administration Committee	_____

Position Summary:

Under the direction of the Client Programs/Outreach Supervisor, the Recreation Programmer provides individual or group therapy and recreational programming for the purpose of reactivating clients with varying abilities, enabling them to attain their maximum physical, social, and mental potential. This programming includes planning, implementing and evaluating recreation, social and educational programs for the diversified members of the Day Program/Client Program population. All programs offered are consistent with the Mission and Philosophy of Care at Bonnechere Manor and the Ministry of Health standards and guidelines.

Qualifications:

- High School graduate or equivalent,
- Successful completion of the Recreation and Leisure Services Diploma or equivalent from an approved College or University.
- A Certificate in Gerontology or relevant knowledge and experience is an asset,
- Certificate – Food Safety Awareness Program recognized by a Public Health Unit,
- Minimum of 2 years experience in a Long Term Care setting, an asset,
- Enthusiastic and energetic leadership skills with excellent verbal and written English communication skills and an ability to work well with others in a team approach in a changing work environment,
- Ability to perform assigned duties within a flexible work schedule within a 24 hour a day, 7 day a week operation,
- Demonstrated regular attendance standards in keeping with the County Attendance Support Program,
- Ability to meet and maintain health requirement standards as per Long Term Care Legislation.
- Computer literacy required.



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Position Responsibilities:

The Recreation Programmer is accountable to the Client Programs/Outreach Supervisor for the planning, implementation, evaluation and documentation of daily recreational programs. The recreational, social and educational programs will be client/resident-focused and reflects the promotion of client/resident choice and acknowledge all clients'/residents' strengths and limitations. The following duties include:

1. Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the Operational policies of the County of Renfrew.
2. Establishes a comprehensive recreation program in consultation with other disciplines, by participating in a goal oriented recreational programming for clients and groups requiring specific therapeutic and recreational interventions.
3. Develops, organizes, delivers, evaluates and monitors the implementation of programs based on present needs of individuals, groups and facility. In consultation with resident/family completes departmental assessments and provide individualized and group recreational therapy programs based on assessed needs.
4. Assists in identifying educational needs of department and facility and actively participates in workshops and educational programs. Provides assistance in the orientation, supervision and performance evaluation of new staff, students and volunteers.
5. Promotes Bonnechere Manor Day Program/Client Program by on-going verbal and written communications with care team, Community Care Access Centre (CCAC), other community agencies and medical community.
6. Assists in the development and distribution of monthly Recreation Calendar of events.
7. Utilizing the consistent resident-focused care approached to meet resident needs and demonstrates initiative to:
 - Utilize a holistic approach to identify client/resident needs.
 - Assists with the resident dining process by serving meals/feeding
 - Assist with transporting and transferring clients/residents as needed
 - Responds to any employee in need of help
8. Advocates for the client/resident to ensure programming needs are client/resident-focused by working within the determined residents' physical, mental, and social limitations and by ensuring supervision, safety and protection of clients during activities/ programs both, on-site and in the larger community.



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9. Obtains appropriate self-directed professional development to ensure skills, abilities and leadership are reflective of best practices standards.
10. Participates in Continuous Quality Improvement (CQI) initiatives by reviewing and developing goals, objectives, policies and procedures with Supervisor, participating in continuing education, relevant to Long-Term Care, to ensure skills and abilities are maintained and enhanced and by being an active participant in the budgetary process of identifying equipment and resource materials required by individual and/or facility. Requisitioning supplies and equipment as per facility procedure, monitoring expenditures and maintaining inventory of sales in craft room/resource materials are also assigned duties in the CQI process.
11. Creates an environment that protects the confidentiality of client/residents, staff and activities of Bonnechere Manor.
12. Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.