



JOB DESCRIPTION

Job Title: Recreation Programmer	Department: Client Programs	Division: Miramichi Lodge	Reports to: Client Programs Supervisor
Revision Date: November 2007	Salary Grid:		

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

Position Summary:

Under the direction of the Client Programs Supervisor, the Recreation Programmer provides age appropriate recreation, leisure, social, spiritual, musical and educational goal orientated individual and group programs. Such duties are performed in accordance with Miramichi Lodge's Mission Statement, Statement of Philosophy, established policies and procedures and Ministry of Health standards and guidelines.

Qualifications:

- 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,
- Formal educational background in Music Therapy an asset,
- Completion of a Food Safety Awareness program recognized by a Public Health Unit
- Experience in recreational programming and in a Long Term Care setting,
- Excellent organizational skills and written/verbal English communication skills are essential,
- Demonstrated leadership skills, personal initiative, sound judgment, as well as the ability to work both independently and within a team environment,
- Physically capable of performing assigned duties,
- Ability to perform shift work requirements in a 24 hour a day, "7 day a week" operation,
- Demonstrate regular attendance standards in keeping with the County Attendance Support Program,
- Ability to meet and maintain health requirements as per Long Term Care Legislation; and
- Computer literacy required.

Position Responsibilities:

Organizes, implements and maintains effective, diversified, and stimulating resident-focused programs in a congenial atmosphere that ensures the respect and dignity of individual residents while completing the following duties:

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.



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2. In cooperation with the Client Programs Supervisor, promotes and provides assistance to the social, pastoral and community programs compatible to the individual's interest & abilities, within both, the facility and in the community. Promotes program maintenance among members of the multi-disciplinary team, including family members participation and involvement.
3. Plans, organizes, directs, evaluates and monitors the implementation of programs based on present needs of individuals, groups and facility. In consultation with resident/ family completes departmental (activity/social/spiritual) admission assessments and provides individualized and group musical therapy programs.
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. Establishes and maintains effective communication and documents all relevant information with respect to resident's goals, participation and performance between the multi-disciplinary team (residents, families, students, volunteers and external agencies).
6. Assists in the development and distribution of monthly Life Enrichment 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 resident to ensure activity programming needs are resident-focused by working within the determined residents' physical, mental, and social limitations and by ensuring supervision, safety and protection of residents during programs both, on -site and away from facility.
9. Participates in continuing education, relevant to LTC, to ensure skills and abilities are maintained and enhanced.
10. Participates in Continuous Quality Improvement (CQI) initiatives by reviewing and developing goals, objectives, policies and procedures with Client Programs Supervisor and by being an active participant in the budgetary process of identifying equipment and resource materials required by individual and/or facility. Requisitioning supplies as per facility procedure and maintaining inventory of resource materials and sales in the Gift Shop are also assigned duties in the CQI process.
11. Creates a facility environment that protects the confidentiality of residents, staff and activities of Miramichi Lodge.



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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. Wearing required safety clothing and using protective clothing and equipment as required to carry out procedures in a safe manner. Adheres to the fire and emergency procedures and regulations.

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.