
 <p>Holy Family Home <i>To Serve is to Love</i></p>	<p>Subject : Recreation Worker – Job Description</p>	<p>Page: Page 1 of 2</p>
	<p><i>Recreation Services Admin Vol. 1</i></p>	<p>Approval Signature: </p>
<p>ADMINISTRATIVE POLICY MANUAL</p>	<p>Effective Date: January 2014</p>	<p>Supercedes: May 2011</p>

JOB SUMMARY

The Recreation (Activity) Worker is responsible for planning, implementing and conducting holistic recreational programs to assigned residents on an individual and a group basis. The Recreation (Activity) Worker will also participate and assist in the development and implementation of the overall recreational program for the Home.

The position will promote the Mission of the Sisters Servants of Mary Immaculate by supporting the care values regarding the provision of quality care, loving environment, Christian ideals and principles, respect for life and dignity of person, and preservation of our traditional ethnic customs.

QUALIFICATIONS:



1. A minimum of the Activity: Program Service Development Certificate (RRC) or its equivalent.
2. Capable of working directly with the elderly in the area of social/recreational programming.
3. Previous experience in a similar facility or program is desirable.
4. Possess good communication skills.
5. Must complete Family and Friends CPR training.
6. Possesses good physical and mental health, and good attendance to meet the requirements of the position.
7. Be able to transport and transfer residents safely. Must be able to lift a minimum of 15-20kg.
8. Ability to communicate in the Ukrainian Language an asset.
9. Knowledge of Ukrainian culture and spirituality an asset.
10. Musical education and ability an asset.
11. Basic computer skills and knowledgeable with the MDS/Care Path policy standards.
12. Must possess a Valid Drivers License- Class 4 an asset.

RESPONSIBLE TO:

Recreation Coordinator

RESPONSIBILITIES:

1. Assess all new resident's lifestyles and recreational preferences following their admission to the Home, and reassess residents status on an ongoing basis.

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2. Formulate goals and plans which will ultimately lead to a recreation program best suited to the individual resident's needs.
3. Participate in and attend multi-disciplinary meetings as required by the unit team leader i.e. rounds, care plan meetings, annual review, assessment clinics.
4. Enhances client safety in an effort to minimize safety risks.
5. Attend staff meetings and in-services as requested or required.
6. Participate in varying capacities in the preparation and presentation of departmental in-services.
7. Maintain good communication with all disciplines, particularly when planning programs.
8. Participate in evening and weekend recreational programs and outings as scheduled.
9. Keep records as established in the Charting Policy and MDS/Care Path policy standard.
10. Keep statistics related to workload measurement and Quality Risk Management indicators.
11. Maintain a clean, safe and tidy environment in all recreational areas.
12. Perform other duties as required by the Recreation Coordinator.
13. Plan, facilitate and implement recreational programs, including set up and clean up of all equipment and supplies.
14. Plan, facilitate, and implement out of facility outings and programs.
15. Facilitate community networking by organizing grand parenting and pet therapy programs.
16. Assist in recruiting, training, and evaluating of volunteers and students.
17. Keep an up to date inventory and replenish supplies as needed.
18. Assist with ADLs when appropriate and necessary.
19. Assist and facilitate with fundraisers as required
20. Participate in various committees as required.
21. Will provide a facility wide and unit based calendar of events for large programming.
22. Will communicate with and provide program information for family, which encourages participation.
23. Adherence to all safety and health regulations and safe work practices.
24. Review and possess a clear understanding of departmental policies and procedures.