**Job Description: Recreation/Activities Lead**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **PURPOSE/OBJECTIVE**

To provide standardized role descriptions of responsibilities. This position is to work within an interdisciplinary team to provide [patient/resident/client] centered recreational programs to meet the physical, social, emotional, intellectual, spiritual, cultural needs, and interests of the [patient/resident/client}

**2.0 JOB SUMMARY:**

The **Recreation/Activities Lead** [choose with title fits within your organization]is responsible for the administration of the recreation therapy program to organize [patient/resident/client] physical and leisure activities to promote independence, positive lifestyle and facilitate [patient/resident/client] interaction. The Recreation/Activities Lead will assist in activities such as outings, entertainment, crafts, entertainment etc. The Resident/Activities Lead works closely with [patients/residents/clients], caregivers, the health care team, and employees of [Organization’s Name] spanning the continuum of care while adhering to [Organization’s Name] policies, process, safe work practices and procedures.

**3.0. FUNCTION:**

Perform duties to promote safe, quality person centered care as part of team while reflecting the shared vision and values of [Organization’s Name] in accordance with [legislation/ regulations/applicable standards].

**4.0. EDUCATION/MINIMUM REQUIRMENTS:**

List the qualifications or minimum requirement as required for you organization:

* Certificate or diploma in Recreation Therapy
* High School diploma or equivalent
* Registered with the Alberta Therapeutic Recreation Association (optional, this industry is not regulated so registration to the association is voluntary)

**5.0. SKILLS/KNOWLEDGE**

List the skills and knowledge as required for your organization such as:

* Current Basic Cardiac Life Support.
* First Aid Certification.
* Experience working with seniors in the community health services setting.
* Knowledge and commitment to person-centered care.
* Food Safe Handling Certificate.
* Strong communication, teamwork and concern resolution skill
* Effective organizational, critical thinking, problem-solving and decision-making skills.
* Organizational and time management skills
* Supervisory skills including coaching and mentoring of staff.
* Ability to effectively work independently and within a team
* Ability to adapt to meet needs of [patients/clients/residents], care health team members and community partners.

**6.0 PHYSICAL REQUIREMENTS**

* Ability to meet the physical requirements including:
	+ Lifting up to maximum 25 lbs
	+ Carrying/transporting objects up to maximum 25 lbs
	+ Bending, crouching, kneeling, reaching, stretching
	+ Pushing and pulling up to maximum 50 lbs
	+ Sitting for prolonged period of time
	+ Frequent walking covering long distances

**7.0. DUTIES AND RESPONSIBILITIES:**

List the duties and responsibilities required for your organization in this role such as:

* Assist in the development and execution of recreation and leisure activities including outings, music, entertainment etc.; in accordance with [patients/residents/clients] care plan needs.
* Identify therapeutic recreation goals and interventions including but not limited to participation in activities, one on one supports, etc, in the care plan of identified [patient/resident/client].
* Participate is [patient/resident/client] care conferences.
* Observe and report on [patient/client/resident] care/service utilizing appropriate [Organization Name] forms or tools.
* Address and support [patient/client/resident], their families and staff concerns and ensure appropriate action is taken.
* Evaluate activities and prepare [weekly/monthly] [determine the appropriate time for your organization] report to submit to [identify role within organization].
* Arrange and book outings for [patient/resident/client].
* Educate [patient/client/resident] family and volunteers about recreation therapy.
* Provide department specific orientations to Recreation aides or Volunteers.
* Coordinate volunteers and community resources as required.
* Collaborate with employees of [Organization’s Name] to coordinate activities.
* Oversee the maintenance of recreation equipment and report maintenance issues or concerns.
* Manage and organize weekly and monthly event and activities calendar; post to community board; ensure up to date/current.
* Maintain supply/equipment inventory, including regular inventory checks.
* Observe and report on changes in [patient/resident/client] condition(s)/behaviours to appropriate individual(s) [list role within your organization].
* Provide leadership, supervision and direction for team members and volunteers involved in the provision of [patient/resident/client] care by mentoring and promoting best practices outlined in organizational policies and procedures, continuing care health services standards, accommodation standards, and relevant legislation and regulations.
* Maintain and follow proper procedures and legalities in adhering to confidentiality and records keeping pertaining to [patient/client/resident], employee and organizational data.
* Respond to [patient/client/resident] and family, caregiver concerns and ensure appropriate action taken within decision making authority and or concern communicated to appropriate individuals [list role within your organization].
* Attend staff meetings as required and attend in services to develop knowledge and skills.
* Complete other duties as assigned.

**8.0. SAFETY RESPONSIBILITES**:

List the safety responsibilities required for your organization in this role such as:

* Comply with [Organization’s Name] Health and Safety policies and procedures, safe work practices and requirements of the Alberta Occupational Health and Safety Legislation,
* Take reasonable care to work safely and carry out duties as to not cause accidental injury to themselves, fellow employees or the general public.
* Mentor team members and employees to fulfill Occupational Health and Safety responsibilities, standards and values.
* Communicate all health and safety information including, but not limited to, policies, procedures, standards, hazards, hazard control and safe work practices.
* Provide adequate training and supervision to ensure all team members work safely.
* Immediately report all injuries, near misses or potential hazards to direct supervisor or alternate as appropriate.
* Identify, assess and control hazards
* Ensure all personal safety equipment (PPE) is being used properly; maintained and report defective or missing PPE to direct supervisor or alternate as appropriate.
* Meets infection prevention and control requirements by adhering to infection control guidelines and practices and procedures and additional precautions when required.
* Use appropriate lifting and transfer techniques.
* Handle and dispose of hazardous materials according to WHMIS and organizational policies and guidelines.
* Seek, offer and accept assistance when required.
* Use equipment and supplies according to established standards and procedures;
* Maintain and promote a safe working environment at all times.
* Awareness of role and participating in any emergency response and/or drills.
* Refrain from or participate in workplace harassment and/or violence as well as ensure that no workers under their supervision are subjected to or participate in harassment or violence at the work site.

**9.0** **Occupational Job Hazards**

List the occupational job hazards (ensure that high hazards are included) for this role such as:

* The frequent transporting of equipment or tools used requires lifting, carrying, pushing or pulling which can result in the use of awkward postures; acute or chronic exposure may result in sprains or strains such as:
	+ Lifting waste or garbage containers.
	+ Carrying games and craft tools
	+ Moving equipment, exercise equipment, chairs/tables
	+ Handling containers
	+ Unloading items
	+ Reaching for items on shelves
	+ Bending or stooping while tiding rooms
* Transporting of carts and dollies can cause overexertion and exposure to pinch points which may result in strains, sprains or falls, and fingers or crushed limbs or hand.
* Obstructions in walkways, including cables, boxes, crates, bins, equipment can result in trips.
* Working with employees [patients/residents/clients] and in common areas may result in exposure to bacteria, fungi, viruses, bodily fluid increasing risk of acquiring illness and/or infection.
* Exposure to chemicals which could result in skin reactions or respiratory illness.
* Exposure to Electrical equipment, cords and outlets in common areas and [patient/resident/clients] [units/suites/rooms] increase risk of exposure to burns and electrical shock.
* Sitting for prolonged periods of time, repetitive manual tasks, bending and reaching can increase forces on muscles and tendons contributing to fatigue or musculoskeletal strain.

**10.0 INTERNAL TRAINING REQUIRED:**

**The following training will be required and provided to any potential employee as part of orientation and on-going training.**

[List any additional training that your organization would be providing as a requirement for the position] Examples could include the following:

* General Orientation
* WHIMIS
* [Organization’s Name] **Recreation Lead** orientation program; including # of supervised shifts
* Site Specific training
* Organizational Leadership program