

Intercare Corporate Group Inc.	
	SECTION: Job Descriptions
	SUBJECT: Recreation Therapist

POSITION: Recreation Therapist

DEPARTMENT: Care Services: Therapeutic Services Department

RESPONSIBLE TO: Clinical Team Leader

UNION: Out of Scope: Therapeutic Services Program Supervisor

POSITION SUMMARY:

Responsible for the provision of recreation therapy programs to promote the psychosocial, intellectual, emotional, and spiritual well being of facility customers i.e. residents. As a program supervisor for the Therapeutic Services Department, is responsible for the management of assigned humans resources. Adheres to policies and procedures, and work routines. Ensures a safe and sanitary work environment. Works in partnership to improve the performance of individuals, teams and the organization in providing improved customer service for residents, guests and staff.

QUALIFICATIONS:

1. Post secondary education in Recreational Therapy from an Accredited School is required.
2. Minimum of two years work experience relevant to Continuing Care Services is required.
3. Preference given to applicants with work experience related to cognitively impaired persons and their families.
4. Ability to read, write, and comprehend the English language.
5. Mentally and physically able to perform duties as outlined.
6. Demonstrates effective communication, problem solving and organizational skills.
7. Ability to function as an effective team member with other Staff, Residents, Families and the Public.
8. Demonstrates concern and interest in providing a safe and attractive environment for facility customers, i.e. residents, guests and staff.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Functions as a Therapeutic Services Program Supervisor responsible for the supervision/direction of department program assistants and coordination of programs offered by the Therapeutic Service Department. As one of the program supervisors, the individual is expected to:
 - Recruit, evaluate, discipline and terminate [in consultation with the Clinical Team Leader] employees for whom there is direct responsibility, in accordance with the collective agreement and Intercare policies/procedures.
 - Ensure staff for whom there is direct responsibility, receive a written performance appraisal as per corporate policy and collective agreements.
 - Participate in the review of position descriptions at a minimum of every three years and whenever necessary to reflect their role and the role of the staff they are responsible for supervising.
 - Ensure departmental adherence and understanding of collective agreements in consultation with the Clinical Team Leader.
 - Ensure implementation and monitoring of specific activities and programs to address continual quality improvement, risk management, and occupational health and safety within the department.
 - Serve as a mentor/facilitator to individuals in their department; directing them toward independent practices and decision-making within the framework of team work.
 - Delegate appropriate tasks to members of the department on their abilities and qualifications.
 - Ensure provision of an environment supportive of advancement of knowledge and the integration of that knowledge into practice to promote the advancement of quality service.
 - Assist in the preparation of departmental budgets and ensure the department operates within the material and human resources available.
 - Recommend and implement changes which will provide for departmental efficiency and effectiveness.
 - Liaise with educational facilities and act as a preceptor in order to provide opportunities for approved student placements.
 - Assist in the development of goals, objectives, policies and procedures within the department and for the corporation, as required.
2. Adheres to professional standards of practice.
3. Complete InterRai MDS assessment elements as appropriate for the discipline. Participate in review of triggered of RAPS and development of resident care plan consistent with the Collaborative Care Model.
4. Responsible for the provision of individual and group recreation programs based on the assessed needs of the current customer population. Works with the Interdisciplinary Therapeutic Services team to develop meaningful facility wide programs. Programs may include, but are not limited to the following:
 - Remotivation therapy
 - Reminiscing therapy
 - Social communication
 - Music therapy
 - Validation therapy
 - Sensory/cognitive stimulation

- Reality orientation
 - Other therapeutic programs
5. Documents care, programs, and interactions as required on the resident's health care record.
 6. Maintains an awareness of community resource/services and facilitates access to such services, as required by facility customers.
 7. Maintains statistical records as required by AB Health.
 8. Maintains equipment and supply inventory.
 9. Responsible for ensuring recreational supplies and equipment are maintained in safe working condition. Facilitates repairs as required.
 10. Functions as a consultant within all Intercare facilities, as required.
 11. Facilitates student placement as appropriate.
 12. Participates in the orientation of new staff, as required.
 13. Participates in evaluating services provided by the Therapeutic Services Department.
 14. Performs all duties in a safe and efficient manner and maintains work area in a clean, orderly, and safe condition.
 15. Reports unsafe, hazardous working conditions and any equipment malfunctions to their supervisor/designate. **Cross reference:** Corporate Policy H-0393 Hazard Analysis & Control (page 5)

Understands and adheres to health and safety responsibilities as outlined in the corporate Health and Safety policy. **Cross reference:** Corporate Policy H-1609 Health & Safety

16. Demonstrates respect to all customers, by working with them in a calm, courteous manner.
17. Performs all duties in accordance with the written policies and procedures of the Corporation, the facility and the Therapeutic Services Department.
18. Accepts responsibility for the performance results of his/her work teams and works in partnership with individuals and groups of employees (teams) to improve services for our customers.

Demonstrates effective team player behaviors by:

- Questioning what, why and how we do things;
- Identifying ("flagging") problems and suggesting potential workable solutions;
- Partnering with others to identify permanent solutions to problems;

- Implementing solutions (changes) decided upon, and doing everything he/she can within their particular job, to make the changes a success;
- Choosing a “positive” attitude, i.e. making a conscious decision to work towards correcting problems, and viewing this as a chance to learn and grow;
- Being open-minded to the ideas of others;
- Being patient;
- Being flexible;
- Being in a constant state of readiness to help “fix things”;
- Coaching individuals to foster their performance success;
- Keeping communication open and positive;
- Giving and receiving meaningful feedback to help individuals and the team succeed; and
- Keeping a good sense of humor.

19. Participates in project teams, committees and meetings, as required.
Responsibility for reading minutes and memorandums provided to their team.

20. Knowledgeable of facility procedures for WHMIS, fire and environmental safety.

21. Accepts responsibility for his/her performance; actively seeks and participates in learning opportunities to achieve or exceed performance requirements (behaviors).

22. Performs other duties as required.

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