



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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# Job Board Posting



Careers.Indigenous.Link

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## Recreation Program Coordinator

<b>Job ID</b>	<b>27-59-D9-BD-8E-C3</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=27-59-D9-BD-8E-C3">https://careers.indigenous.link/viewjob?jobname=27-59-D9-BD-8E-C3</a>	
<b>Company</b>	Interior Health Authority	
<b>Location</b>	Ashcroft, BC, British Columbia	
<b>Date Posted</b>	From: 2018-09-18	To: 2019-03-17
<b>Job</b>	Type: Part-time	Category: Health Care
<b>Job Salary</b>	\$25.78	
<b>Languages</b>	English	

### Description

Are you an experienced therapeutic recreation professional who enjoys rural living We have a great opportunity for a permanent part-time Recreation Program Coordinator in Ashcroft.

Ashcroft, near Kamloops, offers a dry & hot climate, locally produced foods, clean air, fresh water, and plenty of hiking. This position plans, develops, implements and evaluates a variety of recreational/leisure programs designed to support residents' health and well being in residential, acute and/or adult day program settings. This position also supervises designated staff, students and volunteers.

Interior Health strives to create an environment where you enjoy the work you do, the place where you work, and the people around you. Everyone plays a role in the care continuum. Together, we create great workplaces. Be part of a dynamic team!

This is a permanent part-time position (72 hours bi-weekly) until the return of the incumbent.

Come and join us! Our focus is on giving people room to grow, to make an impact in the lives of others.

#### TYPICAL DUTIES AND RESPONSIBILITIES:

1. Plans, implements and evaluates recreation/leisure program(s), including activities such as crafts, music, woodworking, mental aerobics, exercises, and sensory stimulation to meet residents' physical, social, emotional, intellectual, and spiritual needs and interests; develops the goals and objectives of the program.
2. Supervises designated staff, students and volunteers by performing duties such as scheduling and coordinating work assignments, providing work direction, evaluating performance and determining related training and orientation requirements. Interviews and makes recommendations to Manager (or designate) for staff recruitment.
3. Determines the recreation/leisure program(s) which meet the residents' needs and abilities by reviewing the referral or care plan, interviewing the client/resident regarding their social/leisure history and consulting with family and multidisciplinary team; identifies, evaluates, implements, and documents recreation/leisure goals and objectives based on individual interests and abilities.
4. Sets up calendar of events/activity programs and teaches the techniques of related activities; contacts external agencies for program resources.
5. Monitors, evaluates, and documents resident/client progress within the recreation/leisure program(s) and reports observations such as emotional well being and social behaviour to multidisciplinary team as required. Participates in multidisciplinary team meetings and care conferences. Identifies and makes recommendations regarding community and facility resources that may be of additional interest or need to the resident/client.
6. Assists clients with meals including providing nourishments and feeding. Assists clients with activities of daily living including lifting and transferring clients as required.
7. Monitors program expenditures and provides input to the program budget; oversees inventory of equipment, tools and materials and recommends purchase of same. Purchases minor equipment in accordance with established guidelines and procedures. Ensures equipment, tools and materials are in good repair and appropriate for use. Reports malfunctioning equipment to the Manager.
8. Recruits, screens and selects applicants for volunteer placements by reviewing application forms, conducting interviews, performing reference checks, and evaluating applicants' suitability for the program as required in

accordance with established site procedures.

9. Provides guidance and support to staff, students and volunteers by clarifying roles and expectations and providing formal and informal volunteer recognition, as required. Follows up on complaints and/or conflicts and takes appropriate action.

10. Develops and maintains a direct line of communication with residents/clients and their families and involves both in activities and group discussions which affect the residentâ€™s/clientâ€™s life.

11. Establishes and maintains liaison with community resources, volunteer organizations, other health care professionals, religious and ethnic group representatives and learning institutions for purposes of ensuring a continuing link to the community for residents/clients and activity programming, as required.

12. Arranges for residents/clients to attend community facilities, activities and special events, and ensures their transport and access as required.

13. Transports clients using Interior Health vehicle for established community outings according to relevant safety rules, regulations and standards as required.

14. Provides input into the development and revision of policies and procedures as related to recreational/leisure programs.

15. Completes and maintains required records such as resident/client reports, forms for supplies, workload and volunteer data and prepares related reports and statistics. Prepares newsletter for clients and families as required.

16. Facilitates weekly meetings with recreation staff as required. Attends department and facility meetings as required. Facilitates family/client councils as required.

17. Performs other related duties as assigned.

### **Experience**

One year recent, related experience or an equivalent combination of education, training and experience.

### **Credentials**

Valid class 4 vehicle license, as required

### **Education Requirements**

Graduation from a recognized recreational program, for example: a diploma in Therapeutic Recreation

### **Essential Skills**

â€¢ Ability to communicate effectively, both verbally and in writing

â€¢ Ability to organize work

â€¢ Ability to supervise

â€¢ Physical ability to carry out the duties of the position

â€¢ Ability to deal with others effectively

â€¢ Ability to operate related equipment

### **How to Apply**

<https://jobs.interiorhealth.ca/job/ashcroft/recreation-program-coordinator/602/9252457>