



HUMAN RESOURCES MANUAL

Manual	Human Resources	No.	13-03-43
Section	Role Description	Date	March 2018
		Reviewed/ Revised	September 2022
Guideline	Recreation Therapist	Page #	Page 1 of 3

STATEMENT

Park Place Seniors Living (Park Place) will have standardized position descriptions for all employees based on relevant standards of practice and/or provincially mandated expectations and Park Place policy.

PURPOSE

To provide standardized, specific expectations and role description of every employee's role and responsibilities.

PROCEDURE

DEPARTMENT: Recreation Therapy or Life Enrichment Services
JOB TITLE: **Recreation Therapist**
REPORTS TO: Site Leader

JOB SUMMARY:

The Recreation Therapist holds a leadership position in the Park Place Home and is responsible to develop, implement and monitor programs which meet the physical, social, emotional, spiritual, and intellectual needs of the residents. Is responsible for department administration and programming. Ensures a commitment to resident safety and to our "culture of safety" as per the Strategic Directions of Park Place Seniors Living.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Administration

- Maintains a participatory and collaborative approach in the planning, implementation and evaluation of Recreation Therapy programs that reflect the needs of the different population groups at the Park Place Home.
- Assumes responsibility for the Recreation Therapy department.
- Chairs, attends, and participates in monthly Recreation Therapy department meetings.
- Participates in various site committees as assigned.
- Works with the interdisciplinary team in the identification of and response to residents, employees, and volunteer needs.

2. Resident Programs

- Responsible for the planning, preparation, implementation, and evaluation of recreation programs in addition to the maintenance of attendance records for those programs.
- Responsible for training, supervision, and evaluation of Recreation Aides.
- Responsible for recording pertinent information regarding the progress of residents.
- Maintains ongoing communication with other team members.
- Completes the Park Place Quality Assurance program audits and evaluations including summary and action plans to determine results and effectiveness of current programs.
- Ensures that every resident is involved in identified recreational activities to meet the goals of the resident's recreational treatment plan. Leads, instructs, and motivates residents in individual and group leisure pursuits.



HUMAN RESOURCES MANUAL

Manual	Human Resources	No.	13-03-43
Section	Role Description	Date	March 2018
		Reviewed/ Revised	September 2022
Guideline	Recreation Therapist	Page #	Page 2 of 3

- Ensures that when resident programs occur off-site, that residents will be accompanied by employees and/or volunteers and/or family members or substitute decision-maker to ensure safety at all times.
- Attends education sessions.
- Performs other related duties as required.

3. Community

- Maintain good relations with the community through participation in/and development of community-based program, including regular contact with community agencies.
- Represents the Park Place Home as required through involvement on committees, related work and with professional associations.

4. Documentation

- Coordinates and participates in MDS data entry by communicating and observing the resident, communicating with the direct care employees, interdisciplinary team, and family.
- Responsible for both the Minimum Data Set (MDS) and the Resident Assessment Protocols (RAPs) as it pertains to recreation, which includes: care plans, progress notes.
- Records complete, accurate and relevant data for every resident according to Park Place charting protocol.

HEALTH AND SAFETY RESPONSIBILITIES:

- Responsible to read, understand and comply with Park Place's Occupational Health & Safety policies and safe work practices.
- Use safe work procedures including complying with rules and regulations.
- Responsible to take every reasonable precaution to protect the safety of residents, visitors, self, other employees, volunteers, and the public.
- Report near miss, injury, equipment damage, accidents to the supervisor immediately and complete required reports.
- Report unsafe work conditions and unsafe acts.
- Make safety suggestions.

QUALIFICATIONS AND EXPERIENCE:

Degree or Diploma in an accredited school for Recreation Therapy.

Valid First Aid/CPR certification with a minimum of two (2) years related experience preferred.

Class 4 Driver's License (preferred).

Previous experience coordinating recreation programs. Familiarity with characteristics of long-term care residents.

Previous experience working with volunteers, program organization and public relations preferred.

Equivalences may be considered



HUMAN RESOURCES MANUAL

Manual	Human Resources	No.	13-03-43
Section	Role Description	Date	March 2018
		Reviewed/ Revised	September 2022
Guideline	Recreation Therapist	Page #	Page 3 of 3

SKILLS AND ABILITIES:

- Excellent written and verbal communication skills in English with a strong ability to communicate with and understand the changing needs of residents' living in long term care.
- Must be organized, dependable and flexible.
- Must possess the ability to make decisions and be accountable for those decisions.
- Strong communicator with residents, families, employees, volunteers, and visitors.
- Should be able to operate the Home's Handi-bus, if applicable.
- Proven ability to prioritize and organize workload.
- Team building skills.
- Ability to facilitate resolution of problems/conflicts.

EQUIPMENT USED:

Computer, facsimile, and photocopier

PHYSICAL DEMANDS:

Recreation Therapist position requires a significant amount of walking sitting and standing throughout the shift. A frequent amount of squatting, bending, kneeling, and reaching. Requires occasional heavy lifting, pushing and/or pulling of heavy objects, and moving of furniture.

HEALTH AND SAFETY RISKS – ENVIRONMENT

Physical: Strain on shoulder, neck, and back, eye strain/ injury, electrical shock
 Environmental: Draught, dust exposure, working alone situation, using equipment with moving parts
 Chemical: Cleaning and disinfectants
 Biological: Exposure to communicable diseases, i.e., colds, influenza, GI.
 Radiation: Minimal
 High Risk Element: Ergonomics and psychological related to resident exercise programs and interaction with residents