



# HUMAN RESOURCES MANUAL

Manual	Human Resources	No.	<b>13-03-42</b>
Section	Role Description	Date	March 2018
		Reviewed/ Revised	September 2022
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## 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 Aide**  
**REPORTS TO:** Recreation Manager

## JOB SUMMARY:

As a valued interdisciplinary team member, the Recreation Aide, under the direction of the Recreation Manager, implements recreation and life enrichment programs which meet the physical, social, emotional, spiritual and intellectual needs of the Residents. 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. Responsible day-to-day for the preparation, implementation and evaluation of recreation programs in addition to the maintenance of Resident attendance records for those programs.
2. Ensures that every Resident is involved in identified recreational activities in order to meet the goals of the Resident's recreational treatment plan. Leads, instructs and motivates Residents in individual and group leisure pursuits.
3. Records complete, accurate and relevant data for every Resident according to Park Place charting protocol.
4. Maintains ongoing communication with other interdisciplinary team members and works collaboratively with the Interdisciplinary Team (IDT) including volunteers to support Residents' wishes and needs.
5. When Resident programs occur off-site, accompanies Residents with other employees and/or family members or substitute decision-maker to ensure safety at all times.
6. Attends relevant education sessions.
7. Assists with the Park Place Quality Assurance program audits and evaluations to determine results and effectiveness of current programs.
8. Responsible to take every reasonable precaution to protect the safety of Residents, visitors, self, other employees, volunteers, and the general public.
9. Report near miss, injury, equipment damage and accidents to the supervisor immediately and complete required reports.
10. Report unsafe work conditions and unsafe acts.
11. Make safety suggestions.



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12. Performs other related duties as required.

**HEALTH AND SAFETY RESPONSIBILITIES:**

- Responsible to read, understand and comply with Park Place’s and provincially mandated Occupational Health and Safety policies and safe work practices
- Involved in all aspects of the Health and Safety Program including:
  - Uses safe work procedures
  - Promotes health and safety policy and awareness
  - Makes safety suggestions
  - Reads OHS minutes posted
- Responsible to take every reasonable precaution to protect the safety of Residents, self, other employees and the public
- Reports any near miss, injury, and accident or equipment damage to supervisor immediately and completes required reports
- Corrects and/or reports unsafe conditions
- Sets a good example

**QUALIFICATIONS AND EXPERIENCE:**

Certification in Recreation Aide and/or related area with a minimum of one (1) year recent related experience preferred. equivalences may be considered  
 Valid First Aid/CPR certification  
 Class 4 Driver's License (preferred)

**SKILLS AND ABILITIES:**

- Excellent written and verbal English language skills 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.
- 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:**

The Recreation Aide 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.



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## HEALTH AND SAFETY RISKS – ENVIRONMENT:

Physical: Strain on shoulder, neck and back, eye strain/injury  
 Environmental: Draught, dust exposure, working alone situation, using equipment with moving parts, hazards outside of the Home.  
 Chemical: Cleaning and disinfectants  
 Biological: Exposure to communicable diseases i.e. colds, influenza, GI  
 Radiation: Minimal