

Job Description

Recreation Programmer Assistant – Hillsvie Acres

POSITION SYNOPSIS AND PURPOSE

(A position overview and how it aligns with corporate strategies)



The Recreation Programmer Assistant is a temporary summer student position created to allow the successful applicant the opportunity to gain experience and knowledge in a career field of their choice. As with all positions, it is a valued member of the collaborative team at Hillsvie Acres and reports to the Recreation Director and as designated to the LPN or Charge Staff at Hillsvie Acres, Home for Special Care.

This temporary (summer) position can be found assisting with Therapeutic Recreation within the facility at Hillsvie Acres. The Recreation Programmer Assistant role supports the work of the department and the leisure goals of the residents. They are responsible for leading programs, providing support on outings, and completing participation documentation and records. The role assists residents in maintaining their quality of life through leisure interests and activities. There are times when the Recreation Programmer Assistant will be leading the programs on their own and will require a level of maturity and discernment to excel in the environment. The role **does not** include provision of personal care to the resident.

Performing the tasks identified within their scope of employment will allow other health care providers to focus on the duties and responsibilities within their job profiles and their scope of practice.

MAJOR RESPONSIBILITIES

(In collaboration with the care team) and (allocation of time spent doing each activity)



Description	Approximate Time Spent (%)
<p style="text-align: center;">Therapeutic Recreation Support</p> <ul style="list-style-type: none"> • Set up and take down programs, as required for each program; allow time for preparation of program needs; • Lead scheduled programs with residents; encourage regular participation and engagement; assist in bringing residents to programs, as necessary; • Assist with bus outings by: attending to residents' ability to get on and off the bus; assist with shopping activities; attend to residents while travelling; assist in bringing residents to and from the bus; assist with carrying purchased items; 	80%

Description	Approximate Time Spent (%)
<ul style="list-style-type: none"> • Provide 1:1 programming or small group programming for special populations; initiate visits with residents to engage residents who are isolated or withdrawn; provide company, meaningful and appropriate conversation and support; creative skills to calm and distract from overstimulating environments. • Complete daily participation forms and attendance documentation on all residents. 	
<p style="text-align: center;">IPAC measures</p> <ul style="list-style-type: none"> • Following and assisting with protocols required during Facility outbreaks. 	5%
<p style="text-align: center;">Supportive Care</p> <ul style="list-style-type: none"> • Assisting with the resident's dining experience under the direction of the Charge Nurse, including but not limited to: escorting residents to and from dining areas; clearing tables and delivering meals to residents • Assisting in the collection of missing items and in the admission or transfer of residents by means of organizing and managing personal items in their room. 	15%

***Note:** All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

MINIMUM QUALIFICATIONS

(Must Have)



Education (degree/diploma/certifications):

- Grade 10 education or higher;
- High school diploma and/or post-secondary education would be preferred.

Experience:

- Experience in health care and social services sector, working with individuals with special needs, preferably in long term care setting.

Knowledge/Skill/Ability:

- Pre-employment vulnerable sector check required.
- Demonstrated ability to work on a regular and consistent basis.
- Good oral and written communication skills.
- The ability to work required shifts: days, evenings, nights, weekends and holidays.
- Must have sound interpersonal, problem solving and organizational skills.
- Compassion, integrity, maturity, respect and a positive attitude are essential attributes.

- Previous experience in senior care, group home, caring for a family member/friend will be considered an asset.
- Previous experience in leading and/or providing recreational programming to clients (youth, adults, or seniors)

WORK CONDITIONS



Contacts and Nature of Interactions

Frequency Legend			
Constant – every day for most of the day		Occasional – bi-weekly to monthly	
Frequent – daily		Rare – once in a while	
Regular – weekly			
Contact (Title)	Internal / External	Frequency	Nature of Interaction
Recreation Director		Constant	Daily schedule review; resident care discussions; planning; participation in programs
Management		Occasional	Auxiliary needs outside of TR programming; in absence of Rec Director
Nursing Staff		Frequent	Requesting support for resident's personal care needs
Dietary Staff		Regular	Requesting support for resident's dietary needs
ESW/Maintenance		Regular	Request for additional ESW support (ie., spills, clean up, room organization)
Family and Visitors		Rare	Assisting with needs for the resident; Providing guidance for visitation as necessary.

Interactions with contacts are generally courteous and collaborative, although occasional exposure to rudeness or conflict may occur.

Work Demands

This position spends approximately:

- 85 % of the time indoors
- 15 % of the time outdoors
- 0 % of the time driving a vehicle during work

Physical effort:

- Physically demanding role which includes lifting, walking, standing, pushing carts or wheelchairs, bending, and/or turning, etc.

Mental effort:

- Active listening and observation skills are required
- Actively demonstrates an interest in engaging with a variety of residents, family, visitors, and co-workers.
- Working within an environment which can change at any moment and is prepared to adapt to these situations in a respectful and understanding manner.
- Will seek support appropriately from other health care providers/supervisor.

Hours of work:

- Position is a temporary 10-week assignment; 7.5 hour days, 5 days a week.
- Position's hours could vary between days, evenings, and weekends;
- Day shifts: 9.30am to 5pm; Evening: 1pm to 8.30pm; Weekends: 9am to 4.30pm

Work Location:

- On-site (100% of work performed on-site)
- Hybrid (Combination of on-site and remote work)
- Mostly Remote (Most time spent working remotely with limited time spent in the office)

Note: Mostly remote positions are required to attend regularly scheduled team meetings, training, and collaboration opportunities on-site. Appropriate notice will be provided.

POSITION CLASSIFICATION (Where this position fits)



Position Title: Recreation Programmer Assistant (Summer Student)	Division:
Department: Hillsview Acres, Home for Special Care	Classification: Temporary Part-Time

Positions Supervised Directly: None	Reports to (Direct): Recreation Director
Salary Grade: Minimum wage: \$15.70 plus 4% vacation	Positions Supervised Indirectly: None
Hours per week: 35 hours per week for 10 weeks	Work Location: On site – Hillsview Acres; some off-site locations depending on bus outings/day trips
Effective Date: April 1 st , 2025	Revision Date: