



# GLEN HILL MARNWOOD

A DURHAM CHRISTIAN HOMES COMMUNITY

## **Glen Hill Marnwood**

Programs Manager (Maternity Leave – temp/contract June 2018 – October 2019)

### **Organization Background:**

Guided by our Christian principles, Durham Christian Homes enriches the lives of the residents we serve and those who serve them in seniors' housing, assisted living and long-term care.

### **Position Summary**

Programs Managers are invited to apply to work at our long-term care home located in Bowmanville, Ontario. Reporting to the Administrator/Director of Care, the Programs Manager will provide recreation therapies to residents according to their assessed needs and provide management and guidance to recreation staff. The Program Manager will work in collaboration with the Administrator/DOC and all other clinical care providers to optimize the residents' experience.

The Programs Manager is required to perform their duties in a manner consistent with the core values and employee guiding principles, ensure resident safety, and demonstrate customer service excellence.

### **RESPONSIBILITIES**

- Responsible for maintaining accurate and complete records of care delivered and documentation through auditing processes. Audits recreation therapy programs on an ongoing basis.
- Develops and sustains a plan of care to meet residents' assessed needs based on individual strengths, needs and interest of residents to establish importance and direction of intervention
- Provides and assesses for recreation therapy activities including outings in accordance with established policy, physician's orders, the resident plan of care and within the scope of practice
- Ensures and approves planning for activity calendars in accordance with the care plan goals and preferences of the residents on each home area
- Expectation of commitment to professional development to be demonstrated on an on-going basis both personally and professionally in relation to therapeutic recreation and staying current with the trends in the industry.
- Models a positive working relationship with the union and employee representatives.
- Ensures the collection of quality indicators on a monthly basis.
- Contributes to positive customer service with residents & families in day to day work.
- Identifies and encourages opportunities for residents to share special skills or knowledge with others.
- Manages and oversees Activity Aides ensuring proper documentation is completed MDS/RAI, Activity Pro; observes facilitation of activities, engages in reflective practice to ensure appropriate and thorough programming is taking place.
- Communicates and promotes the activities of the department to residents, staff, families, volunteers and the community to encourage participation in programs.
- Contributes to a healthy and positive working environment.
- Follows all health and safety policies and procedures. Works safety to reduce the risk of injury to self, co-workers and residents.
- Wear personal protective equipment as designated.
- Knows and interprets MOHLTC legislation, regulations and process.
- Contributes to the implementation of processes and systems to ensure compliance to all standards and regulations on an ongoing basis.
- All other duties as assigned by the Administrator/DOC.

## QUALIFICATIONS

- University degree in Recreation/Leisure Studies, and/or a degree in Health Sciences with a post graduate degree in Therapeutic Recreation, from a recognized university or equivalent education and experience;
- Member in good standing with Therapeutic Recreation Ontario (TRO);
- To be a registered Recreation Therapist (R/TRO) or in process of registration with TRO;
- Qualifications must meet definition under MDS-RAI guidelines;
- Minimum of 3 years' experience working with seniors;
- Demonstrated ability to conduct in-service education sessions;
- Excellent communication skills and the ability to work independently and collaboratively are essential.
- Computer proficiency or ability to learn widely used applications such as Microsoft Office

Interested candidates should forward their resume in confidence to:

**Elisa Robinson, Administrator/DOC**

**Glen Hill Marnwood, 26 Elgin St, Bowmanville, ON L1C 3C8**

**Fax: 905- 623-4497 or [erobinson@dchomes.ca](mailto:erobinson@dchomes.ca)**

[www.dchomes.ca](http://www.dchomes.ca)

*We thank all applicants for their interest. Only those selected for an interview will be contacted.*