



GLEN HILL STRATHAVEN

A DURHAM CHRISTIAN HOMES COMMUNITY

Glen Hill Strathaven

Recreation Assistant (casual)

Mission:

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

Under the direction of the Program Manager, the Recreation Assistant assists in the planning, implementing and evaluating of recreation, lifestyle and wellness services and programs to meet the various physical, emotional, social, intellectual and leisure interests and needs of the resident.

The Recreation Assistant 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.

Duties and Responsibilities:

- Sets up the activity area as necessary and assists in transporting residents to and from program, if required;
- Participates in committees and meetings as directed;
- Participates in development and revision of departmental procedures and programs under the guidance of the Program Manager;
- Maintains program and resident records according to departmental policies. Regularly reports participation and feedback by residents to Program Manager;
- Maintains updates to daily events, posters and designated leisure bulletin boards;
- Assists in the completion and distribution of the monthly activity calendar.
- Implements leisure programs such as exercise classes, crafts, social events, entertainment, outings and special events as assigned by the Program Manager;
- Participates in development of new or revised program plans;
- Assists in monitoring the residents' interests, needs and progress;
- Assists in dismantling and clean-up of program area as required returning area to a "tour ready" condition;
- Works cooperatively with volunteers, student and community groups;
- Works co-operatively with other departments to meet resident needs;
- Performs other related duties as assigned.

Qualifications:

- Diploma or Certificate in recreation/leisure studies or equivalent;
- Experience in working with seniors including an understanding of motivation concepts with seniors;
- Computer proficiency is an asset;
- Current CPR certificate and First Aid;

Deadline date: September 15, 2017 (or until filled)

Interested applicants may forward their resume in confidence by email to cmcconachie@dchomes.ca, fax **905-623-1374** or **by mail** to: Glen Hill Strathaven, Attn: C.McConachie, 264 King St E., Bowmanville, ON L1C 1P9. *We thank all applicants for their interest. Only those selected for an interview will be contacted. No phone calls please.* **www.dchomes.ca**