

## JOB POSTING

**Job Position:** Recreation Specialist  
**Department:** Health Services  
**Status:** Full-Time – 35 hours per week  
**Location:** Mississauga and Brampton  
**Compensation:** \$22.00 - \$24.00 per hour

Indus Community Services is an accredited, not-for-profit community benefit organization that has served local communities for over 32 years. We are a registered charity, supported by our donors and by all three levels of government. Through our professional staff, we are a leader in the provision of culturally appropriate services to newcomers, families, women & seniors.

**Vision:** Leaders in building strong and supportive communities.

**Mission:** Supporting our growing communities to manage change through quality client-centered social & health services and responsive public education.

### **Position Summary:**

Under the guidance of the Director, the incumbent is responsible for the overall development, planning, and coordination, of strengths based programs for all Adult Day Service (ADS) clients across all sites. The incumbent demonstrates leadership skills, effectively motivating front line staff in the delivery of stimulating, engaging, individually and client centred programs which foster a feeling of accomplishment and a sense of purpose by the clients. Strong collaboration with the Site Managers, as peers is essential to success. The incumbent works in a manner that reflects the organization's ethics, integrity and excellence standards in promoting a client centered philosophy and approach to care and service delivery.

### **Responsibilities and Duties:** *(but not limited to)*

- Develops, coordinates and implements a culturally sensitive and multi-lingual curriculum for the Adult Day Service.
- Provides leadership to the Activity Program team for the development of all programs and activities that are delivered to ADS clients.
- Ensures programming is developed around a framework of domains including physical, emotional, social, intellectual (cognitive), spiritual and vocational.
- Responsible for the creation of new programs, and ongoing review of existing programs through the creation of program guides and program "kits".
- Ensures that programming includes regular intergenerational programs, offsite outdoor opportunities, physical/fitness, music, technology based activities, food activities, arts and crafts, gardening, performance arts and drama, discussion groups, and other purposeful activities for individuals and groups.
- Designs group and individual programming designed with the view to create a sense of accomplishment and contribution, while ensuring the safety and security of clients at all times.
- Works with staff to develop appropriate programming and interventions to respond to hard to serve clients and their particular challenge, follows the implementation with review and adjustments as needed.
- Reviews attendance data, trends and client MAPLe and CPS scores to continuously adapt program offerings to ensure that group activities are based upon identified interests and capabilities of the clients.
- Continuously scans the environment for new knowledge that will enhance programming quality, gain expertise, train, and coach and drive consistent implementation.
- In conjunction with the site Managers:
  - Selects and schedules "therapists" for the purpose of enriching programming with specific short range goals for individual clients.
  - Effectively uses rooms and spaces at each location to achieve best solutions for the different types of groups that are scheduled each day.
  - Develops and pre-plans activity programming staff rotations through different assignments based on the template schedule, including daily rotation between groups and levels.
- Provides regular feedback to the Site Manager on staff performance on related duties, for use in coaching, performance management and annual performance appraisals.
- Leads CQI for programming aspects of the ADS service; creates program evaluation tools, audits programs, coaches and problem solves with front line staff to achieve the highest level of engagement and return on effort.
  - Monitors the quality of the programming by direct observation and staff coaching over the longer term.
  - Assists with conducting overall service evaluations.
  - Reviews findings of Annual Client and Caregiver Satisfaction Surveys to identify improvements and implements recommendations.

## JOB POSTING

- Effectively communicates with all clients, caregivers, staff, student placements and volunteers.
- Prepares and submits progress reports as required.
- Participates in staff and team meetings, and professional development opportunities as required.
- Adopts safe work practices, reporting unsafe conditions immediately.
- Performs other duties as required

### **Qualifications and Skills:**

- Bachelor's degree in Recreation, or Gerontology or a combination of health related degree and supplementary education in therapeutic recreation/leisure and progressive responsibility in organization and program development with community programs that supports the independence of frail seniors, preferably in the non-profit, community services or health sector.
- Education and or/or training in the management of and service to clients with dementia.
- Demonstrated experience and skills in working with the frail, elderly and/or cognitively impaired.
- Practical experience with activation techniques with the ability to continually motivate clients.
- Understanding of change management principles, strength in planning and the ability to lead, guide and coach staff through the successful implementation of new approaches is required.
- Must have experience in program planning and documentation.
- Must possess effective leadership, organizational, interpersonal and relationship building skills.
- Demonstrated cross-cultural communication skills with strong group facilitation and presentation skills.
- Confident and effective in doing presentations for a wide range of audiences.
- Self-directed, self-motivated with a positive attitude and be able to work independently and as part of a team.
- Ability to prioritize, multi-task and adjust to shifting priorities and proven ability to complete projects successfully within deadline.
- Possess a high degree of initiative, credibility, and decisiveness and able to remain results-oriented at all times.
- Skilled in identifying and recommending problem resolution.
- Excellent written and verbal communication skills in English with the ability to present information in a positive and diplomatic manner.
- Proficiency in one or more South Asian languages is an asset.
- Computer proficiency in Windows Office suite, email, internet and experience using a client database system.
- Commitment to continuing self-development and continuous quality improvement.
- Ability to work in a culturally diverse environment and a strong understanding of inclusive and equitable service.
- Ability to work flexible hours including evenings, weekends and to work from any Indus work-site.
- Valid Driver's License with reliable transportation.
- Current Criminal Record Check including Vulnerable Screening will be required.

### **Required Competencies:**

- Knowledge Management – Ensures that the right information is provided to the right people at the right time to make good decisions; takes advantage of the collective expertise of employees to carry out the organization's mission; encourages knowledge exchange
- Team Building – Consistently encourages, develops, sustains, and rewards cooperative working relationships; understands team dynamics and how to facilitate good teamwork; fosters commitment, team spirit, pride, trust, and group identity.
- Motivation Skills – Recognizes the differences in people and what motivates them; utilizes appropriate techniques to encourage and support staff in meeting or exceeding desired outcomes.
- Encouraging Creativity and Innovation – Contributes to a work environment that encourages creative thinking and innovation; encourages staff to be open to developing new insights into situations and applying innovative solutions; fosters originality, flexibility, open exchange of ideas, and reasonable risk-taking.
- Interpersonal Skills – Considers and responds appropriately to the needs, feelings, and capabilities of different people in different situations; behaves in a tactful, compassionate, and sensitive manner; treats others with respect; actively listens and clarifies information as needed; fosters an atmosphere of open communication.
- Influencing/Negotiating – Persuades others; builds consensus through give and take; gains cooperation from others in order to obtain information and accomplish goals; facilitates "win-win" situations.

**Interested candidates are invited to submit their application, including a complete resume of qualifications and experience, electronically to [hr@induscs.ca](mailto:hr@induscs.ca) by 12:00pm, April 12, 2018. Please ensure your application email has the subject heading of 'Recreation Specialist - (insert your name)'**

This job posting is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

Indus Community Services is an equal opportunity employer and is committed to establishing a qualified workforce that is reflective of the diverse populations we serve. We are committed to accommodating people with disabilities as part of our hiring process. If you have special requirements, please advise Human Resources during the recruitment process. We encourage applications from all qualified individuals; however, only those under consideration will be contacted. **No phone calls please.**