

JOB POSTING

Job Position:	Recreation Specialist
Department:	Health Services
Status:	Full-Time – 35 hours per week
Location:	Mississauga and Brampton

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 programs. Strong collaboration with the Site Managers, as peers is essential to success.

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

- Develops, coordinates and implements a culturally sensitive curriculum for the Adult Day Service.
- Provides leadership to the Life Enrichment 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”.
- Designs group and individual programming with the view to create a sense of accomplishment and contribution, while ensuring the safety and security of clients at all times.
- 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 life enrichment staff rotations through different assignments based on the schedule.
- 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.
- 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 possess effective leadership, organizational, interpersonal and relationship building skills.
- 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.

JOB POSTING

- Excellent written and verbal communication skills in English with the ability to present information in a positive and diplomatic manner.
- Computer proficiency in Windows Office suite, email, internet and experience using a client database system.
- 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.

Interested candidates are invited to submit their application, including a complete resume of qualifications and experience, electronically to hr@induscs.ca by 12:00pm, July 9th, 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.**

Posting Date: June 21, 2018