FACILITIES SUBSECTOR COLLECTIVE AGREEMENT
BENCHMARK

Job Family:	Patient Care	**Class Series:**	Activity Workers
Grid:	26 (interim rate)	**Class Title:**	Program Coordinator I (Recreation)

I. Level Definition

Positions at this level supervise up to four Activity Workers I and/or II and/or develop, implement and evaluate recreation/leisure program(s) designed to support patients'/residents'/clients' health and well being in settings such as residential, acute and/or adult day programs.

II. Typical Duties

1. Plans, implements and evaluates recreation/leisure program(s), including activities such as crafts, music, woodworking, mental aerobics, exercises, and sensory stimulation, to meet patients'/residents'/clients' physical, social, emotional, intellectual, and spiritual needs and interests; develops the goals and objectives of the program.

2. Supervises Activity Worker I and/or II as well as other designated staff by performing duties such as scheduling and coordinating work assignments, evaluating employee performance and determining related training and orientation requirements.

3. Determines the recreation/leisure program(s) which meet the patient's/resident's/client's needs and abilities by reviewing the referral or care plan, interviewing the patient/resident/client regarding their social/leisure history, and consulting with family and nursing staff; identifies, evaluates, implements, and documents recreation/leisure goals and objectives based on individual interests and abilities.

4. Sets up a calendar of events/activity programs and teaches the techniques of related activities; contacts external agencies for program resources.

5. Monitors, evaluates, and documents patient/resident/client progress within the recreation/leisure program(s) and reports observations such as emotional well being and social behaviour to nursing/medical staff as required. Participates in multi-disciplinary team meetings and care conferences. Identifies and makes recommendations regarding community and facility resources that may be of additional interest or need to the resident/patient/client.

6. Monitors program expenditures and provides input to the program budget; oversees inventory of equipment, tools and materials and recommends purchase of same.

7. Schedules work assignments of and provides direction to designated volunteers; contacts facility administration or volunteer services for additional volunteer resources as required.

8. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Graduation from a recognized recreational program plus one year's recent, related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

(i) Ability to communicate effectively both verbally and in writing.
(ii) Ability to deal with others effectively.
(iii) Physical ability to carry out the duties of the position.
(iv) Ability to supervise
(vi) Ability to organize work.
(vii) Ability to operate related equipment.