



JOB DESCRIPTION
PROGRAM COORDINATOR / RECREATION THERAPIST

Position: Program Coordinator/Recreation Therapist

Purpose: The primary purpose is to plan, organize, develop, and direct the overall operation of the Therapeutic Recreation Department. To establish policies and procedures and to assure that there is an on-going program of activities which are designed to meet, in accordance with the comprehensive assessment, the interests and the physical, mental, and psychosocial well-being of each client. To work collaboratively with the RN on duty and the CNA's in order to ensure that all activity and recreation offered are provided or available to those clients who may need them.

Reports to: Executive Director

Qualifications:

Must be 21 years of age or older. The individual must have a minimum of a baccalaureate degree in therapeutic recreation or in a related human service field. Individuals without a bachelor's degree may be hired if they have an associate's degree in a related human services field or 3 years experience in a social service delivery system dealing with issues and coordinating services related to persons 55 years of age or older. Must be able to read and write the English language, possess the ability to make independent decisions, be able to deal tactfully with residents, family members, co-workers, vendors, government agency personnel and the general public, be of moral character.

Criminal Record:

No previous felony convictions.

Working Conditions:

Will work in well-lighted and environmentally controlled areas and outdoor areas. Due to nature of the business, the individual is subject to infectious diseases, hazardous waste, falls, odors, etc... The individual will be confronted with and must be able to cope with hostile and emotionally upset residents, family members, visitors, and others.

Physical Requirements:

Must be able to sit, stand, stoop and be able to lift, carry, and drag at least twenty (20) pounds. Must be able to move intermittently throughout the workday, and possess both sight and hearing senses (or use prosthetics that will enable these senses to function adequately).

Duties & Responsibilities:

Essential/Primary Duties:

1. Plan and schedule physical, social, and educational activities for the monthly calendar at least two months in advance.
2. Participate in the review of each client's care plan; document progress and response to goal plan.
3. Distribute recreation calendar to family members and professionals in the community.
4. Consult with Executive Director in making adaptations regarding daily activities.
5. List necessary craft supplies monthly and submit to Executive Director for initial approval.
6. Recruit, interview, & orient volunteers, interns, and community services workers.
7. Review daily/weekly schedule of volunteers and determine placement based on needs of organization and skill level and interest of volunteer (these placements are fluid).
8. Promote the goals, philosophy, and policies of the facility.

9. Support and assist nursing staff through the day.
10. Establishing collaborative relations with provider agencies, support services and community resources.
11. Developing a written plan for the delegation of responsibilities and functions
12. Conferencing with clients and families as necessary.
13. Involve the client/family in planning programs when possible.
14. Schedule movies, plan parties, and provide games/activities for client.
15. Encourage clients to participate in activities.
16. Provide materials as necessary.
17. Maintain a clean, organized and safe work space.
18. Create a database with volunteer and community contact information to be shared with ED.
19. Inventory all recreation supplies so that there is no duplication of purchased goods.
20. Supervise activities as necessary.
21. Assist in providing library service for clients through cooperation with local library.
22. Responding to all emergencies and directing personnel and appropriate measures to handle such emergencies.
23. Knowledge of laws, regulations, facility guidelines and policies.
24. Perform any duty that is necessary as deemed by the Executive Director or designee.

Resident Rights:

1. Maintain confidentiality of all client information
2. Honor clients' personal items and property rights.

Safety:

1. Follow all established fire and safety policies and procedures.
2. Report all accidents/injuries to your supervisor immediately.
3. Follow established safety procedures when using all equipment and chemicals.
4. Follow established infection control procedures, including hand washing.
5. Attend all in-service training classes.
6. Report missing or obliterated chemical labels.
7. Report all hazardous conditions to your supervisor immediately.
8. Follow proper techniques when handling, mixing, transporting, and usage of chemicals.
9. Use appropriate personal safety equipment when necessary.
10. Properly dispose of waste and refuse.
11. Keep work areas free of hazardous objects such as protruding mop and broom handles.
12. Read and follow all established procedures as set forth in the Material Safety Data Sheets (MSDS) for all chemicals.
13. Follow established universal precautions when necessary.
14. Attend annual Occupational Health Safety Administration ("OSHA") in-service training program(s) for TB management, bloodborne pathogens, and hazard communication

Secondary Duties:

1. Will attend in-services and staff meetings held at the facility.
2. Willingness to discuss any problems, concerns, or needs with the Executive Director and Assistant Director.
3. Must understand and uphold the Client's Bill of Rights.
4. Will hold any and all client information as confidential.
5. Must be able to communicate and get along with fellow staff members.
6. Must be knowledgeable with the personnel policy, emergency and disaster manual, and all policies and procedures.
7. Subject to call back to duty during emergency conditions.

Acknowledgment:

I have read this job description and fully understand the requirements contained within. I hereby accept the position of Program Coordinator and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

Program Coordinator Signature

_____/_____/_____
Date