

Director of Recreation and Leisure Services – Craigwiell Gardens

Organization Background

Craigwiell Gardens is a charitable organization founded on Christian values. We are committed to providing quality services to individuals, both those receiving and offering care. We are located in Ailsa Craig, a rural village located in Southwestern Ontario.

Position Summary

Reporting to the Chief Executive Officer, the Director of Recreation and Leisure Services plans, organizes and directs effective administration and programming of the activity and volunteer coordination. Coordinating special events based on established objectives, policies and procedures; contributing to the establishing of new methods and policies in regards to improving residents lifestyles.

Qualifications

- Completion of a post-secondary diploma or degree in leisure studies, therapeutic recreation, kinesiology or other related field from a community college or university.
- Possesses a current CPR certificate and First Aid certificate.
- Possesses a current Safe Food Handlers Certification.
- Possesses a current Smart Serve Certification.
- 1 to 3 years experience working in a Long Term Care facility within the capacity of Recreation and leisure, programming, Life Enrichment, Social Work, and or Therapy services.
- Strong interpersonal skills
- A current, clear, criminal reference check with vulnerable sector clearance.

Major Responsibilities

As a member of the Management Team, the Director of Recreation and Leisure Services consults with and advises the Management team and CEO concerning program needs and plans for recreational programs, social work, physiotherapy, education and volunteer coordination.

- Responsible for developing and maintaining ongoing effective communication and participation with the CEO and other members of the Health Care Team; acting as a member of the Interdisciplinary team
- Responsible for planning, organizing, implementing, evaluating, monitoring and directing meaningful activities for residents throughout the Home, communicating to all residents and families a schedule of recreation and social activities.
- Responsible for providing input into the development, implementation and review of policies and procedures within the Recreation and Leisure Services department.
- Conducts assessments, develops and implements individual resident plans and interventions, and completes RAI assessments as required.
- Working within the team on Quality Improvement Plans and dashboards.
- Participates in the budget process.

- Human resource management including recruitment, selection and orientation of new staff; performance management, scheduling, coaching, mentoring and development of departmental staff and volunteers including corrective action as may be required.
- Oversees the function of, and acts as the Resident's Council Assistant, if necessary and treasurer of its charitable organization.
- Provides resources and communicates with the Family Council frequently; discussing areas of concern and bringing such information forward to the CEO.
- Leads and directs support services to all residents, including spiritual and religious services and its chaplaincy, engaging all team players in meeting all domains of therapeutic recreation programs to residents.
- Develops and implements goals and objectives for Restorative Care, working in alignment with the Nursing Rehab program.
- The Director is responsible for the development and delivery of the Home's educational programming including: mandatory and departmental training in collaboration with the Management team.
- The Director is responsible to coordinate, develop and implement a volunteer service program, meeting the needs of resident programming and assistance where required to residents, families, and members of the health care team.

Salary

- Competitive.
- We offer an excellent benefit package and RRSP plan.

Deadline Date: February 2, 2019 at 4:30pm or until a suitable candidate is found.

The full job description available upon request.

All applicants must be legally entitled to work in Canada. As a condition of employment, a Vulnerable Sector Criminal Records Search is required.

Craigwiel Gardens is an equal opportunity employer and welcomes applications/ resumes from all interested parties. If you are a person with a disability and have a question or require further assistance with the application process, please email wwilliams@craigwielgardens.on.ca or call 519-293-3215.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

Please apply to:

Wayne Williams
221 Main St
Ailsa Craig, ON
NOM 1A0

wwilliams@craigwielgardens.on.ca