



IDENTIFICATION

Department	Position Title	
Tlicho Community Services Agency	Activity Coordinator/Recreational Therapy Program	
Position Number(s)	Community	Division/Region
27-94017	Behchoko	Health & Social Programs/Tlicho Long Term Care Facility

PURPOSE OF THE POSITION

The Activity Coordinator is responsible for planning, organizing and implementing group and individual activity programs and to ensure program activities are completed in a safe, timely and effective manner within the parameters of the Long Term Care Facility (LTCF) policies and procedures.

SCOPE

The TCSA administers all regional health and social services delivered to a population of approximately 3000 residents of the Tlicho region through 3 Community Health Centers, 1 Community Health Station as well as the residents of the Long Term Care Facility. The TCSA provides and supports the delivery of health care services to adults and children on an outpatient and outreach basis in order to enhance healthy communities' well being through excellence, accountability and respect for regional diversity.

The Long Term Care Facility in Behchoko is a territorial facility serving the residential needs of 18 seniors admitted through the Territorial Admissions Committee. Residents within the Long Term Care Facility are usually long-term convalescent, geriatric or respite patients. These residents live within the unit (home environment) and are experiencing a chronic illness or disability that has resulted in physical frailty and/or cognitive impairment and require 24-hour care. The residents' medical outcomes are somewhat predictable. Residents within the facility are visited a minimum of once every three months or more frequently as required by their physician. As a result, the Clinical Care Coordinator independently makes day-to-day decisions regarding individual nursing care plans based on delegated medical orders.

Under the direction of the Clinical Care Coordinator, the Activity Coordinator delivers the Recreation Therapy program serving the LTCF residents, community clients in Behchoko, staff, volunteers and visitors.

The incumbent is responsible for delivering all requirements for Therapeutic Recreation Services including treatment, leisure, education, and recreation participation. This also includes ensuring all legislative and accreditation requirements are met.

The Activity Coordinator provides the Recreation Therapy program for the residents based on individual assessment plans made in consultation with the Clinical Care Coordinator and the residents' physicians. The incumbent performs these duties in cooperation with other members of the care team, and may provide services to Day Program clients in the community if there is a need.

Successful delivery of the program will enhance the quality of life for residents by maintaining their mobility and providing stimulating activities that contribute to good mental health. Failure to do so would leave the LTCF open to criticism that it was providing substandard care for the elders.

RESPONSIBILITIES

- 1) Deliver the Recreation Therapy Program by:
 - Implementing and monitoring overall recreation therapy goals and objectives
 - Using standard therapeutic procedures to develop and implement goal oriented programs including assisting residents, analyzing specific therapy components, observing and monitoring residents' progress and adjusting program content in consultation with the Supervisor
 - Assessing residents upon admission using the Measurable Assessment in Recreation for Resident Centered Care (MARRCC)
 - Promoting, supporting and respecting a home-like atmosphere
 - Maintaining relevant resident and program documentation and statistics
 - Preparing program reports as required
 - Making recommendations to the Clinical Care Coordinator on program improvements and enhancements
 - Implementing and monitoring quality control and risk management programs and best practices
 - Ensuring respect for the residents' cultural and spiritual values.

- 2) Implement individual Recreation Therapy Plans for residents and Day Program clients by:
 - Implementing and monitoring program goals and care plans to meet resident recreational needs and promote independence and self-esteem
 - Providing input for resident care case conferences and care plan meetings to determine recreation therapy needs
 - Making recommendations to the Clinical Care Coordinator on evaluating and modifying programs as necessary
 - Suggesting new and innovative programs to reflect changing resident needs
 - Supporting the importance of maintaining community connections as part of the recreation program.

- 3) Provide support to Resident Care and Day Program staff on recreation therapy programs by:
 - Explaining recreation therapy programs and individual plans to Resident Care and Day Program staff

- Ensuring that recreation therapy activities are completed according to standards of care and safe practices.
- 4) Complete administrative duties associated with the Recreation Program by:
- Maintaining an ongoing inventory of recreation therapy supplies and equipment
 - Recommending purchases of recreation therapy supplies and equipment
 - Maintaining recreational equipment/supplies in good working condition.
- 5) Assist with group recreation therapy activities by:
- Actively promoting participation in group activities by residents, family members and community members
 - Assisting with activities outside of the facility
 - Operating and assisting residents/clients with entering and exiting the LTCF vehicle
 - Participating in group activities
 - Securing cognitively impaired residents' money when caring for residents during outings or events requiring resident funds.
- 6) Perform other related duties as required by:
- Participating on various internal and external Committees
 - Applying the principles and activities of the accreditation process to ensure the highest standards of care
 - Performing any assigned administrative work
 - Remaining current in the field of recreation therapy for the aged by reading current literature and participating in ongoing learning opportunities
 - Assisting with the coordination of special events for the residents.

KNOWLEDGE, SKILLS AND ABILITIES

The preferred incumbent will have the following knowledge, skills and abilities.

- Recreation therapy philosophy and principles including group dynamics and age cohort characteristics for appropriate programming
- Knowledge and understanding of TCSA/LTCF policies and procedures
- Assessment and treatment skills in the physical, social, cognitive and emotional functioning of individuals
- Program implementation and coordination skills
- Strong observation/reporting and documentation skills needed to maintain appropriate, accurate and up-to-date resident records
- Excellent communication skills, both oral and written, and must display strong attributes in the area of organizational and co-ordination skills
- Valid NWT driver's license or the ability to obtain it within three months from date of hire
- CPR and Basic First Aid training
- Resident care aide training would be an asset
- The incumbent must be familiar with the operation of recreation therapy equipment, communication and security systems as well as the computer and office equipment and programs.

Confidentiality is of prime importance, as well as tact, discretion and the ability to communicate effectively. Failure to demonstrate these qualities may result in inappropriate decision making and negative publicity for the organization.

TYPICALLY, THE ABOVE QUALIFICATIONS WOULD BE ATTAINED BY

The preferred incumbent will have a minimum of Grade 12 education and Recreation Therapy experience, preferably with elderly persons and/or in a long term care setting. An acceptable criminal record check is required and must be maintained. Appropriate certification would be an asset.

WORKING CONDITIONS

Physical Demands

Approximately 3-4 times per week at 10 minutes per incident the incumbent will be required to lift, carry or support patients while providing patient care. The incumbent will also be required to lift and move medical equipment and other supplies (often in excess of 20 pounds) on a regular basis.

The incumbent must be able to:

- Stand for extended periods during the shift
- Walk for extended periods during the shift
- Bend forward and in various directions to assist residents and complete duties
- Kneel for periods of time
- Lift and carry loads up to 25 kg in weight
- Assist residents and clients who are dependent for support with transfers and mobility
- Regularly engage in physical exertion
- Complete repetitive motion, and
- Operate in awkward positions.

Environmental Conditions

For entire shifts the incumbent will have moderate levels of exposure to: communicable diseases (e.g., tuberculosis); other body fluid; and hazardous materials (sharps, toxic cleaning and sterilizing solutions); that can result in potential health risks to the incumbent.

Sensory Demands

50%-75% of the incumbent's day will be spent providing direct patient care where the incumbent will be required to use the combined senses of touch, sight, smell and hearing during assessment and provision of care.

Mental Demands

Establishing relationships with and providing care to aged residents or clients who may be ill, disabled, palliative or cognitively impaired can be stressful. Working with residents or clients who may become confused, intoxicated, physically or verbally aggressive or may have language barriers can be stressful at times. Family members can be challenging, and lack understanding of the limits to care in a facility, causing stress.

The incumbent must be able to maintain a positive attitude when responding to all of these situations, and must have the ability to deal effectively with angry and frustrated people. Patience, tact, and sound judgment are required as well as the ability to use non-violent crisis intervention techniques, at all times with due regard for Tlicho culture and traditions. LTCF Team Members are expected to work co-operatively.

Work schedules will be regularly reviewed and may be changed as needed in accordance to operational requirements. The incumbent will work various shifts including weekends, day and evening shifts to accommodate special activities.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check