



## IDENTIFICATION

| Department   | Position Title       |                           |
|--|----------------------|---------------------------|
| Northwest Territories Health and Social Services Authority | Recreation Therapist |                           |
| Position Number  | Community            | Division/Region           |
| 67-13105   | Fort Smith           | Long Term Care/Fort Smith |

## **PURPOSE OF THE POSITION**

The Recreation Therapist is responsible for providing recreational, rehabilitative and preventative services as well as to assist with socialization, mental and emotional stimulation to residents of Northern Lights Special Care Home and in-patients at Fort Smith Health Center in accordance with the code of ethics and rules of the Canadian Rehabilitation Therapist Association (CRPA) and the philosophy and objectives of the Northwest Territories Health and Social Services Authority to ensure residents realize and maintain maximum physical mobility and functional independence.

## **SCOPE**

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tłı̨chǫ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginals. Health and social services includes the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

While the Tłı̨chǫ Community Services Agency (TCSA) will operate under a separate board and Hay River Health and Social Services Agency (HRHSSA) will in the interim, the NTHSSA will set clinical standards, procedures, guidelines and monitoring for the entire Northwest Territories. Service Agreements will be established with these boards to identify performance requirements and adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.

Under the direction of the Minister of Health and Social Services, the NTHSSA is established to move toward one integrated delivery system as part of the government's transformation strategy.

The NTHSSA - Fort Smith Region (Region) is responsible for the effective delivery of Primary and Emergent Health Care and Social Services to approximately 2,500 residents of Fort Smith and the surrounding area. The Regional facilities include one type C Health Facility and a 28 Bed Long Term Care Facility.

The Recreation Therapist reports to the Regional Manager, Continuing Care Services. This position is primarily responsible for ensuring all requirements for Therapeutic Recreation Services in the area of treatment, leisure, education and recreation are met in a safe, timely, efficient and effective manner. This includes forecasting, budgeting, quality assurance monitoring and training of staff in Recreation Therapy techniques. This also includes ensuring all legislative and accreditation requirements are met including proper safe food and activity equipment handling and environmental health and safety practices.

The incumbent manages and monitors the recreation therapy operation and maintenance expenditure budget of approximately \$5000. The position liaises closely with the Nurse Administrator, residents and families, resident care staff, outside agencies, community groups and volunteers.

## **RESPONSIBILITIES**

- 1. Use standard therapeutic procedures to develop and implement goal oriented programs including assessing residents, analyzing specific therapy components, observing and monitoring residents' progress and adjusting program content.**
  - Perform resident assessments upon admission - Measurable Assessment in Recreation for Resident Centered Care (MARRCC).
  - Ensure recreation therapy requirements are met through regular assessments and well communicated/documenting strategies for the safety and well-being of the cognitively and physically impaired.
  - Develop program goals to meet resident needs and promote independence and self-esteem. Evaluate and modify program as necessary.
  - Develop new and innovative programs to reflect changing resident needs.
  - Evaluate program development and implement procedures to ensure the programs are responsive to resident needs. Evaluate program implementation to ensure efficiency and effectiveness.
  - Implement programs in a variety of settings which may include individual, small group, large group that are facility and community based.
  - Manage the details of specific program implementation.
  - Implement programs within available resources; deliver programs in a safe, appropriate and respectful manner while valuing individual/cultural diversity.
  - Organize and chair the Resident Council meetings.
  - Facilitate day-to-day activities, resident outings and special events.

**2. Maintain supplies and ensure proper documentation.**

- Maintain appropriate, accurate and up-to-date resident records.
- Maintain relevant program statistics.
- Record recreation plans per NISS guidelines.
- Ensure ongoing inventory of supplies and equipment Requisition supply purchases from appropriate accounts.
- Prepare monthly statistical data.
- Prepares reports for and participates in Resident Care case conferences.
- Update related reference manuals and other documents.

**3. Organize Volunteer Program.**

- The incumbent orients, supervises and evaluates volunteers.
- Plan and coordinate the annual volunteer appreciation event.
- Ensure handi-van is operated safely and maintained in good working order.
- Maintenance requirements are to be reported to the Nurse/Administrator.
- Manage and schedule those authorized to use the handi-van and ensure the appropriate.
- Class 4 driver's license is in their possession before doing so.

**4. Other Duties**

- Maintain own professional self-development (promote National Therapeutic Recreation week).
- Perform other related duties related to treatment, leisure, and education and recreation participation.
- Maintain effective and working relationships with other departments and various organizations.
- Actively participate on various organizational committees as needed.

**WORKING CONDITIONS**

**Physical Demands**

Incumbent experiences prolonged bending, stooping and pulling in confined/awkward spaces while transporting residents. Position may be exposed to some lifting and carrying of furniture, equipment and supplies.

**Environmental Conditions**

Failure to follow proper environmental health procedures can lead to inadvertent exposure to infectious disease. Work is performed at NLSCH 50-75% of the time and off site through outings 25-50% of the time.

**Sensory Demands**

No unusual sensory demands.

### **Mental Demands**

Establishing relationships with aged residents who may be ill or disabled can be stressful, especially with their death or increased incapacitation over time.

Residents and family members can be demanding, and their lack of understanding of the limits to care in a facility, may be stressful.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge in recreation therapy philosophy and principles including group dynamics and age cohort characteristics for appropriate programming.
- Knowledge and awareness of medication use and how it affects cognitive and physical functioning.
- Assessment and treatment skills in the physical, social, cognitive and emotional functioning of individuals.
- Organizational, time management, and written and oral communication skills with the ability to prioritize tasks in a team based/cross cultural setting.
- Able to work independently and manage short and long term projects with stringent deadlines.
- Skills and abilities relating to using a Windows based operating system (OS), word processing (WORD), and communication software/programs.

### **Typically, the above qualifications would be attained by:**

A Bachelor's Degree in Therapeutic Recreation with a minimum one (1) year Long Term Care (LTC) experience; or, Diploma in Therapeutic Recreation and a minimum of three (3) years of experience.

### **ADDITIONAL REQUIREMENTS**

Proof of immunization in keeping with current public health practices is required.

The individual must be eligible for membership with a provincial Recreation Therapy licensing body.

### **Fort Smith Regional Requirements**

Other requirements for the position include having the applicable security clearance, Standard First Aid, CPR (level C) and a valid class 4 driver's license.

#### **Certificates:**

- WHMIS
- Mask Fit Testing
- CPR

**Position Security**

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

**French language** (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

**ORAL EXPRESSION AND COMPREHENSION**

Basic (B)  Intermediate (I)  Advanced (A)

**READING COMPREHENSION:**

Basic (B)  Intermediate (I)  Advanced (A)

**WRITING SKILLS:**

Basic (B)  Intermediate (I)  Advanced (A)

- French preferred

**Indigenous language:** Select language

- Required
- Preferred