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| Position profile |

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| **Title:** | **NCU Manor Recreation Program Coordinator** |
| **Responsible to:** | **NCU Manor Client Services Manager** |
| **FTE** | **This position is currently a .75 position with a schedule that will require some late days, and some days with shorter hours. Also every other Sunday.** |
| **Original** | **November 2016 Revised October 2017** |

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| **Key Objectives:** | * To provide a variety of appropriate recreational activities and events for the residents of the NCU Manor. * To be creative in the planning of these activities. * This is a part-time position but can qualify for benefits. |

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| **Qualifications:** | * A minimum of either a High School diploma or equivalent experience. * Some work experience or volunteer work with senior citizens. * Work experience or volunteer work with recreation or activity programs. * Enjoy being with and working with senior citizens. * To be aware of and comply with safe working practices as laid down by the Health and Safety Act of Manitoba. Training can be provided. |

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| **Duties** | * To plan, with the Client Services Manager, the activities or events and schedule them accordingly. * To prepare for the activities, including shopping for supplies if necessary, prior to the event. * To contact any special guests that may be considered for special program events. * To work with the Heritage Life Personal Care Home Recreation Director on any collaborative events. * To monitor the NCU Manor Recreation Budget and plan according to the resources available. * To connect with the residents who are unable to attend planned activities including some physical exercise or activity with the resident. * To plan and carry out one to one visits with residents as identified by the Client Services Manager. * Must be prepared to work two or three evenings per week and some Sunday mornings. * Other related duties as required. |

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| **General Requirements:** | 1. To act in accordance with Niverville Heritage Centre Values, Policies and Procedures at all times. 2. To attend meetings and training and development as required. 3. To maintain confidentiality at all times. 4. To carry out any reasonable and additional duties as requested. 5. To attend occasional evening meetings with committees as required. To be aware of all WHMIS guidelines. 6. To be aware of and comply with safe working practices as laid down by the Health and Safety Act of Manitoba. 7. A Criminal Record Check and Vulnerable Sector Check is required. |