

**Job Posting #:**

**Job Title:** ENTERTAINMENT & ACTIVITIES COORDINATOR - 543192

**Department:** Huron Lodge

**Union:** C.U.P.E. Local 543

**Work Location:** Various

**Position Status:**

**Rate of Pay:**

**Posting Period:**

**DUTIES AND RESPONSIBILITIES:**

Reporting to the Manager of Resident Services, this position will be responsible for organizing, coordinating and facilitating social, entertainment, cultural, educational and religious programs for the residents. Will design and implement a variety of daily, weekly and yearly programs. Programs will be developed to suit the residents and their special needs. Yearly assessments must be completed to ascertain appropriate program outline for the year. Organize monthly outings for residents; coordinate all programs with other staff and the Auxiliary; arrange and maintain a calendar of events to be posted throughout the Home; will assist the Adjuvants and Craft Worker as necessary; responsible for facilitating and maintaining community integration involvement. Will coordinate recreation services with other internal and external services and/or community agencies. Will implement activities to monitor, evaluate and improve quality of life for all residents. Must develop and maintain programs to assist in identifying the need for volunteers; must coordinate, implement and supervise a student and volunteer program; will work with Huron Lodge Auxiliary and as necessary with Residents' Council. Must ensure accurate documentation of recreation and other services to residents; must facilitate and implement quality activities for the area; must be able to liaise with the interdisciplinary team and family members as required; must be involved in the development and implementing of goals, objectives, policies, procedures, planning for the recreation and leisure service delivery; must prepare written reports with statistical and related program activities; responsible for all aspects of fundraising. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

**QUALIFICATIONS:**

- Must have a three (3) year post-secondary University Degree or Diploma from a Community College in Recreation and Leisure Studies, Therapeutic Recreation, Kinesiology or related discipline (i.e. programs related to Gerontological Recreation; Social Sciences) or Ontario Ministry of Education equivalencies;
- Must have over one (1) year of experience in a long-term care facility or related services with experience dealing with Ministry of Health Inspectors;
- Must have the ability to travel to off-site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver's Licence will be required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must have demonstrated leadership and organizational skills;
- Must have excellent communication skills and experience with program development;

- Must have knowledge of community services and interpersonal skills;
- Must be computer literate, in particular Microsoft Suite of Products (Outlook, Word and Excel);
- Must understand and respect the ongoing changing needs of the elderly;
- Must demonstrate an ability to motivate, organize and teach;
- Additional courses completed in Gerontology will be considered an asset;
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**WORKING CONDITIONS:**

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**PHYSICAL REQUIREMENTS:**

The physical demands analysis associated with this job indicates a light level of work.

**POSTING SPECIFICS:**

**Who May Apply:**

Current employees of the Human Resources Department. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

**How To Apply:**

Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

**Apply To:**

In person to the Human Resources Department

**Update:**

By Human Resources on February 1, 2017.

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In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.