

Brompton Heights, Inc.
An Affiliate of The Hamister Group, Inc.
275 Brompton Road
Williamsville, NY 14221

JOB DESCRIPTION

TITLE: Recreation Director

DEPARTMENT: Recreation

REPORTS TO: Administrator

JOB SUMMARY:

Provide our residents with exceptional recreation services that promote an active and enjoyable lifestyle. Individualized attention will be given to each resident, based upon his or her personal recreation needs and interests while always seeking new ways to improve each residents quality of life. Our goal is to provide the most interesting, stimulating, and enjoyable recreation service possible; therefore, honoring resident requests is our specialty.

The person holding this position is responsible for carrying out all assigned duties and responsibilities in accordance with current federal, state and local regulations, as well as company policies and procedures.

JOB PROFILE:

1. Program Coordination

- A. Organizes programs for group and individual activities based on residents' individualized needs as identified in the resident's social history and Individualized Service Plan (ISP).
- B. Arranges programs and activities within the facility by community groups and service providers.
- C. Maintains a balance of recreational activities including: physical, social, spiritual, intellectual, cultural, and creative activities.
- D. Prepares and posts monthly activity calendars indicating scheduled activities and times for coming months, which reflect interest identified by the resident's Social History Assessment. Ensures calendars are available and posted at least one (1) week in advance of proposed implementation.
- E. Offers activities at hours convenient to the residents (morning, afternoon, some evenings, and weekends), which reflect the cultural and religious interest of the resident population, appeal to both men and women and all age groups living in the facility, take place in a variety of locations (i.e. indoor/outdoor and community-based activities), and include seasonal and special events.
- F. Prepares monthly bulletin board indicating future activities, holiday themes, or picture review of past activities.

- G. Acts as an advisor and liaison to the Resident's Council. Duties include assisting and scheduling of meetings, reporting all complaints and problems, assuring all complaints and problems are addressed in written form, and maintaining meeting minutes.
- H. Ensures that group activities are scheduled to provide for maximum involvement by interested residents and are available to each resident for a minimum of ten (10) hours per week.
- I. Coordinates scheduled activities with other departments.
- J. Communicates residents' programs to residents, residents' families, volunteers, and facility staff via, at minimum, monthly recreation calendar, the newsletter, and postings.
- K. Participates in community planning related to interest of the facility and arrange for the use of community facilities by residents.
- L. Searches out artists who are willing to have their work displayed in the facility.
- M. Maintains a shopping cart for the residents.
- N. Responsible for regular communication of significant positive events at the facility to the community via press releases in conjunction with the Admissions/Marketing Department.

2. Individualized Resident Service

- A. Interviews resident and/or family upon admission to gather resident's recreation interests, needs and potential.
- B. Encourages resident participation according to each resident's recreation interests, needs and potential.
- C. Identifies and evaluates personal, emotional, and environmental concerns that prevent or limit the resident's participation in recreation activities. Include interventions of resident's ISP and document response of resident in progress notes.
- D. Assesses spiritual needs and facilitates participation in religious activities.
- E. Maintains adequate activity supplies and equipment to meet needs and interests of residents and ensure materials are available to all residents.
- F. Provides assistance in locating and arranging for services of other professionals or agencies to solve problems and needs of residents.
- G. Helps read incoming mail, and address and post outgoing mail upon the residents' requests.
- H. Participates in ISP conferences with the Interdisciplinary Team according to established policies.
- I. Coordinates and assists in the transportation of residents within the facility from one area to another area where activities may occur.
- J. Ability to recognize any physical, mental, or behavioral change in a resident, which may signify a change in resident condition, and report such change immediately to the charge person on the resident's unit.

3. Training and Compliance

- A. Responsible for compliance to all federal, state and local regulations, as well as company policies and procedures pertaining to the Culinary Department.

- B. Maintains accurate and useful files in accordance with all federal, state and local regulations, as well as company policies and procedures.
- C. Responsible for the implementation and on-going practice of the policies and procedures by the Recreation staff; maintains a policy and procedure manual in the Recreation Department.
- D. Participates in the development, periodic review/revision and evaluation of Recreation policies and procedures.
- E. Maintains records of resident participation in scheduled group and/or individual Recreation activities.

4. Staff Coordination and Supervision

- A. Administrative accountability for development, implementation, revision and evaluation of activities and training related to all aspects of Recreation Services.
- B. Interviews, hires and coordinates orientation for all Recreation staff.
- C. Plans and posts the work schedule for all recreation staff, ensuring adequate staffing for all recreation programs scheduled.
- D. Counsels and disciplines Recreation staff as needed per policy
- E. Prepares and presents all Recreation staff evaluations per policy.
- F. Gives written approval for requested time off for Recreation staff per policy.
- G. Oversees the volunteer program by: recruiting, orienting, supervising volunteers, maintaining records of volunteer programs, and communicating the facility's volunteer needs to the community.
- H. Provides in-service training for all staff regarding Recreation programs, reality orientation, volunteer services, validation therapy, etc. Maintains agenda and attendance records for each training session.
- I. Participates in co-worker grievance procedures when appropriate.
- J. Reports all co-worker accidents and incidents by completing an Accident and Incident Report (A&I) per company policy.

5. Fiscal Responsibility and Planning

- A. Participates in any meetings that may be conducted within the company that directly relate to or affect Recreation programming for the residents and/or the delivery of the same.
- B. Participates in the planning and budgeting process for recreation services.
- C. Maintains and adheres to a Master Staffing plan.
- D. Responsible for ordering and distribution of recreation supplies and controlling supply costs, as per approved annual budget.
- E. Responsible for processing invoices for supplies ordered upon receipt of invoice and forwarding to the Administrator for approval.
- F. Works closely with the Administrator to:
 - 1) Develop and improve census.
 - 2) Maintain current residents' well-being.
 - 3) Develop and improve the quality of care, quality of life and programs at the facility.
 - 4) Develop short and long range plans for the Recreation Services Department.

- 5) Develop and improve the financial performance of the facility.
May perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Must have at least six (6) months as/of:

- A. A registered Certified Therapeutic Recreation Specialist (CTRS), certified by the National Therapeutic Recreation Society; or
- B. A certified Occupational Therapist (OTR), registered by the American Occupational Therapy Association; or
- C. A Certified Occupational Therapy Assistant (COTA), certified by the American Occupational Therapy Association; or
- D. A college graduate in a related field of study approved by the state licensing agency; or
- E. Two (2) years experience in a social or recreational program within the last five (5) years, one of which was full-time in a resident activities program in a health care setting; or
- F. Complete a training course approved by the state.
- G. Ability and willingness to provide exceptional customer service.

PREFERRED SKILLS AND CHARACTERISTICS:

- A. At least two (2) years of college from an accredited institution.
- B. Two (2) years experience in a position mentioned above.
- C. Knowledge of special needs and limitations of elderly; methods and techniques used to include residents and involve them in activities; alert to attitudes and feelings of residents.
- D. Knowledge of and familiarity with crafts, skills, games, other activities, and vendors of supplies and equipment; familiarity with the community, social agencies, contacts with clubs and groups, and knowledge of sources of materials and local services
- E. Understanding and self-discipline to relate sensitively to residents' needs and feelings.
- F. Participation in related associations and organizations for the purpose of improving skills and learning new ideas and techniques through sharing with others.

PHYSICAL REQUIREMENTS:

- A. Good physical and mental health, producing upon hire, and at least every twelve (12) months thereafter, a satisfactory examination from a physician or equivalent indicating that the individual is free from any health impairment which is of potential risk to residents or which might interfere with the performance of the individuals duties. In addition, individual must produce a ppd (Mantoux) skin test for tuberculosis within thirty (30) days prior to employment and no less frequently than every two years after employment begins.
- B. Occasional twisting, bending, squatting, kneeling, crouching, climbing, and balancing.

- C. Ability to sit, stand and walk during all shifts.
- D. May need to lift up to twenty-five (25) pounds and may need to carry up to twenty-five (25) pounds.

CO-WORKER ACKNOWLEDGEMENT:

My signature below indicates that I have reviewed this Job Description, my Department Manager has answered any questions I had to my satisfaction and I fully understand what is expected of me to adequately perform the duties outlined within.

Co-Worker Name (Printed): _____

Co-Worker Signature: _____ Date: _____

Department Manager Signature: _____ Date: _____

Revised 01/2006