

Job Class Profile: Recreation Development Specialist I**Pay Level: CG-36 Point Band: 790-813**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	5	3	3	4	5	5	4	3	
Points	233	83	19	14	120	108	103	86	32	798

JOB SUMMARY

The Recreation Development Specialist I is responsible for planning, implementing, and evaluating therapeutic recreation services. The work includes participating in and supervising recreation therapy staff, students, and volunteers in recreational activities. Also performs administrative work related to the service and receives clinical direction from the Recreation Development Specialist II in their area of practice. May be the sole specialist for a site, or represent the service in a specialized area.

Key and Periodic Activities

- Conducts individualized assessments on clients. This involves collecting appropriate information to develop individualized treatment plans, determining strategies including functional interventions, leisure education and recreation participation level, and recommendations are then made to the client.
- Plans and develops individualized treatment plans and attends multidisciplinary meetings where existing treatment plans are reviewed, evaluated, and recommendations made. The individualized treatment plan process identifies goals, objectives, and treatment-focused strategies and involves assessment and observation of the client, modifying their plan of care to meet their changing needs, completing discharge plans, and providing follow up services.
- Designs, develops, and implements group and individual programs using the Leisure Ability Model. Submits program proposals to the target group, implements programs, monitors a client's progress throughout the treatment plan, evaluates, and makes changes as appropriate.
- Documents individualized client intervention plan which may involve documenting care such as referrals, screening and assessment notes, attendance and progress notes, transfers, discharge planning, and a follow up plan.
- Attends and participates in staff meetings and may represent the service in their area of expertise at a variety of other meetings and committees. Contributes to therapeutic recreation planning and development, quality initiative, policy, procedure, and standards of practice development. May also complete occurrence reports, participate in research activities, and make recommendations to manager regarding the purchasing of equipment, supplies, and other resources for the service.
- Provides clinical supervision to recreation therapy workers, students, and volunteers, which involves providing guidance, orientation, and training, scheduling, assigning components of the treatment plan to them, delegating duties, and contributing to the performance evaluation

Key and Periodic Activities

- process. May also provide and supervise recreation students during clinical placements.
- Performs administrative work such as develops and types reports, correspondence, mail outs, schedules appointments, workload measurement statistics, payroll, orders and purchases equipment/supplies for program area, forwards invoices for payment, and manages petty cash and special event funding.
- Responsible for educating clients, families, staff, volunteers, students and other stakeholders regarding therapeutic recreation services including the promotion of its services, and networking with various community agencies in providing community based opportunities for clients.

SKILL

Knowledge

General and Specific Knowledge:

- Therapeutic Recreation Therapy field, client conditions, and related trends and developments
- Program development, coordination, evaluation, and documentation processes
- Evidence based practices for numerous medical conditions
- Event planning and activity coordination
- Tools, techniques, procedures and policies related to field
- Workload measurement and material data sheet (MDS) or client focused data tools
- Organizational policies and procedures

Formal Education and/or Certification(s):

- Minimum: Undergraduate degree in Recreation Therapy with course work in therapeutic recreation.
- First Aid, Cardiopulmonary Resuscitation Training (CPR), and Crisis Intervention Certifications
- Class 4 driver's license

Years of Experience:

- Minimum: 1 – 2 years

Competencies:

- Conduct assessments
- Computer skills
- Provide stimulating and motivating therapeutic programs
- Work in a multi-disciplinary team
- Work with clients with a range of different needs
- Strong communication with oral, written, and interpersonal skills

Interpersonal Skills

- A range of interpersonal skills are used to listen, gather, document, and provide information and direction to clients, recreation therapy workers, volunteers, and to consult with members of the interdisciplinary healthcare team regarding recreation activities, and clients' plan of care. Also, interpersonal skills are used to provide support, comfort, and motivation to clients and their families, to gain the cooperation of upset or angry clients, and to guide or instruct clients, students, and volunteers in recreational programs. Provides advice and feedback regarding programs and techniques to recreation therapy workers and others.
- Communications occur with a range of contacts including clients, their families, coworkers and recreation therapy workers, other employees, manager, volunteers, students as well as with professional advisors (i.e. Professional Practice Consultant), associations, and suppliers.
- The most significant contacts are with clients, their families, Recreation Therapy Workers, students, volunteers and supervisor/manager.

EFFORT

Physical Effort

- Occasionally, the demands of the job result in considerable physical fatigue requiring rest periods and result in the need for strength and endurance.
- When participating in recreational activities, regularly moves objects such as fitness and/or medical equipment (i.e. bikes, coolers, wheelchairs, and Geri chairs), furniture (i.e. chairs and tables), occasionally lifts or transports equipment and supplies up to 25 lbs. and pushes or pulls equipment (i.e. wheelchairs) to move clients over 50 lbs.
- Regularly stands, walks, and works in awkward, cramped positions when participating in recreational activities. Occasionally sits to work on the computer and drive clients to and from activities.
- Occasionally, there is a requirement to use fine finger precision skills to work on the computer. Regularly, gross motor skills are required when assisting clients with walking, and to maintain physical balance when participating in recreation activities.

Concentration

- **Visual concentration** is regularly required when assessing clients to ensure their safety and health, when actively involved in recreation programs, driving the recreation client bus to transport clients to recreational activities, and when performing work on the computer.
- **Auditory concentration** is regularly required to listen to clients, some of whom may have physical or mental challenges for which they may not hear and/or understand the activities being communicated with them. **Auditory concentration** is also required when discussing/collaborating with colleagues, volunteers, and families on various topics and communicating to other departments regarding activities.
- Regularly, **other sensory concentration such as touch** is required, in order to have physical contact with clients when providing care (i.e. moving or lifting them), when participating in recreational activities and as a calming technique to demonstrate support and comfort to clients. The **sense of smell** is required to detect a client's personal hygiene, or to determine their comfort level with participation in recreation activities.
- Has **time pressures and deadlines** to complete assessments, and workload measurement and statistical reports. Other **time pressures and deadlines** occur during programming such as

adhering to clients' meal or nursing care schedules, and planning and implementing special and seasonal activities during specific times of the year. There are daily **interruptions** from people seeking advice, guidance, or support such as clients and their families, nursing staff, volunteers and recreation therapy workers. **Does not have control over the pace of the work** when providing interventions as these must occur at specific times, and during special events due to the unpredictable number of family members that might attend.

- **A higher level of attentiveness** is required when transferring clients from wheelchairs to beds, driving the recreation bus, when developing care plans for clients to ensure their health and safety, and when clients require a higher level of assistance due to their medical condition. Examples of **repetitive activities requiring alertness** is completing assessments on clients, implementing programs, and transferring clients who may be in wheelchairs.
- **Eye/hand coordination** is required when working on the computer, and assisting clients participating in crafts and games.
- **Exact results and precision** is required when developing recreation activities for clients and observing them to ensure their health and safety, physical ability, and limitations.

Complexity

- Tasks and activities are different/unrelated (i.e. clinical and supervisory) and require a broad range of skills and a diversity of knowledge.
- Complexity of work tasks vary but relate to the planning, implementation and evaluation of therapeutic recreation services. Work involves participating in and supervising recreation therapy staff, students and volunteers participating in recreational activities, administrative work related to the service and clinical work including conducting individualized assessments, planning and developing individualized treatment plans.
- Work related problems typically have obvious solutions which can be addressed by following procedures/guidelines however occasionally problems require problem definition and analysis.
- Typical complexities include assessing clients with varying needs and requirements, developing their care plan for therapeutic recreation, dealing with challenging behaviours or unique clients, ensuring the safety of all clients participating in programming and providing quality programs.
- Complexities tend to be solved by consulting with other employees (i.e. nursing, social work, dietary, physiotherapy, etc.), applying knowledge and experience and through adherence to organizational policies, procedures, and standards.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are somewhat prescribed or controlled.
- Makes decisions independently regarding clients treatment plans, choice of intervention, and program scheduling/planning. Orders in-house supplies and purchases supplies for programs, (i.e. food, equipment, swim and fitness passes, book facilities, and petty cash spending). In addition, either coordinates or makes decisions related to approving leave requests and scheduling of staff, scheduling of offsite meetings, orientating, and providing supervision to volunteers and students.
- Requires approval for purchases of supplies or equipment over a designated limit, discipline of

staff, changes to policies, service delivery model changes, media requests, and formal public awareness activities.

- Has some discretion in determining patient assessments, treatment plans, and to choose which program to implement, scheduling of clients, and clinic decisions regarding the focus of the client's treatment. A high degree of discretion is used to manage the day-to-day operation of the Recreation Department such as individual treatment plans, programs implemented, when and what to evaluate, and the supervision of students and volunteers. Discretion and judgment are used to interpret directions and apply guidelines to make decisions in program areas of responsibility, and when assessing, evaluating, and developing programs for clients.
- Provides information, advice, and recommendations to members of the interdisciplinary team, clients, and their families, recreation therapy workers, students, and volunteers related to the recreation programs, treatment plans, policies, procedures, and standards of practice.

Impact

- Work activities have an impact on the immediate work area, within the department, outside the organization, and on clients.
- There are positive and negative impacts resulting from the decisions made regarding assessments and therapeutic programming being delivered to the client.
- The resources that are impacted include: recreational equipment, information, finances (i.e. budget to run programs), health and safety for safe programming, and corporate image. The most significant impacts are on health and safety of clients, the immediate work area, information, and corporate image on the services provided.
- Problems are identified within hours of identification and solved quickly either by the specialist, the client, or other members of the healthcare team.

Development and Leadership of Others

- Typically responsible for direct and ongoing bargaining unit supervisory activities for a small size work group of employees (1 to 4 employees).
- Provides other development and leadership responsibilities such as job advice, guidance, feedback (evaluation), on-the-job training, and orientation to new employees and students. Also provides some team and project leader responsibilities such as providing education and training to staff and other health professionals, communicating policies and practices to staff, acts as a consultant and leader in their area of speciality, and attends, represents the department, and participates on committees. Organizes recreational activities or special events (i.e. Christmas and summer events, concerts, etc.), for which they may take the lead.

WORKING CONDITIONS

Environmental Working Conditions

- Takes special precautions to ensure that equipment is used properly, that safety practices are followed at all times during programming, and that universal precautions are taken regarding infection control, (i.e. following hand/equipment washing techniques as necessary). Wears masks, gowns, and protective eyewear when visiting clients in isolation rooms.
- There is limited likelihood of receiving minor injuries or illnesses, and a partial or total disability.

- Occasionally exposed to physical hazards, health and safety risks, and undesirable characteristics in the environment such as unusual/distracting noise, dirt/dust, glare of the computer screen, wet or slippery surfaces, bodily fluids and waste, infectious diseases when interacting with clients, odours, physical dangers or threats, and is required to drive, sometimes in adverse weather conditions.