

Job Class Profile: Recreation Development Specialist II**Pay Level: CG-39 Point Band: 882-915**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	5	3	3	4	6	5	5	3	
Points	280	83	19	14	120	130	103	107	32	888

JOB SUMMARY

The Recreation Development Specialist II is responsible for professional supervisory, clinical leadership, and administrative work in the development, coordination, and evaluation of therapeutic recreation services. Work includes maintaining an active clinical caseload and responsibility for assessing, planning, organizing, and evaluating groups and individual therapeutic recreation services across a number of sites.

Key and Periodic Activities

- Provides clinical supervision and leadership to therapeutic recreation (TR) staff across a number of sites, which involves providing leadership and direction with assessment, program development, care plans, clinical documentation, therapeutic interventions, research, and facilitation of education training and workload activities.
- Conducts individualized assessments on clients. These involve requesting and reviewing referrals, informing clients of assessment process and obtaining permission to conduct assessment, obtaining and reviewing appropriate information from a variety of sources including the client, selecting assessment instruments (questionnaire, etc.), administering instruments through an interview to assess physical, social, emotional, cognitive, leisure/areas of interest, lifestyle needs and functioning, and analyzing and interpreting results.
- Plans and develops individualized treatment plans, which identifies goals, objectives, and treatment-focused strategies. Discusses results of assessment with client and collaborates with the interdisciplinary care team, documents information in client's medical chart, communicates with TR staff regarding plan and other team members. Reviews the plan on an ongoing basis and modifies depending on the changing needs of the client. Develops and documents discharge/transition plans as appropriate.
- Implements TR services individually or to groups, collects and documents information regarding the treatment process, creates and maintains a safe and therapeutic environment for the clients, and acts as an educator, leader, facilitator, and resource in the delivery of Therapeutic Recreation Services.
- Evaluates and documents individualized client intervention plans. This involves evaluating the functioning and progress of the client, reviewing of treatment plan, documenting care including referrals, screening, assessment, attendance, progress notes, and follow up plan.
- Participates, as a member of the interdisciplinary team during case conferencing, which

Key and Periodic Activities

- involves reviewing clients chart and reports/records therapeutic recreation interventions and participation in programming. Coordinates or integrates intervention plans with other disciplines, identifies problems or concerns of clients, discusses and provides possible interventions, develops and provides collaborative services, and documents recommendations for future interventions.
- Recruits, hires, and trains volunteers, provides guidance and supervision in their specific placements, establishes schedules, and provides volunteers with feedback and evaluation on their performance.
- Completes administrative work such as workload measurement statistics, and documents unusual occurrences related to risk management.
- Provides leadership in the development, administration, and evaluation of TR discipline including policies, procedures, standards of practice, program evaluation, quality initiatives, strategic planning, ensuring compliance with professional standards, and representing the department/services on various committees. Conducts evaluation of TR programs and interventions.
- Educates clients, families, staff, volunteers, students, and other stakeholders regarding services.
- Performs administrative functions such as reviews staff workload reports, discusses areas of interest or improvement, orders supplies and equipment for the service, supports, and provides manager with input into budget preparation and development of agenda items for staff meetings.
- Recruits, interviews, and evaluates summer students, and oversees student work terms, placements, and evaluation processes.
- Participates in professional practice committees, education, and professional development activities.

SKILL

Knowledge

General and Specific Knowledge:

- Therapeutic Recreation Therapy field, client conditions, and related trends and developments
- Program development, coordination and evaluation, and applicable documentation
- 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
- Collective agreements

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: 4 – 5 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 (oral and 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 and students in recreation programs. Also makes formal presentations to others, coaches, mentors, and provide advice and feedback regarding programs and techniques to recreation therapy workers and others and conducts formal interviews when hiring volunteers and students, and when assessing clients.
- Communications occur with a range of contacts including clients and their families, coworkers, employees, manager, volunteers, students, advisors (Professional Practice) and professional associations and suppliers.
- The most significant contacts are with recreation staff, clients and their families, members of the interdisciplinary healthcare team, manager/supervisor as well as students and volunteers.

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 fitness and/or medical equipment (i.e. wheelchairs, Geri chairs), furniture (i.e. chairs, tables), lifts or transports equipment, and supplies up to 25 lbs. and pushes or pulls equipment (wheelchairs) to move clients over 50 lbs.
- Regularly stands, walks, and works in awkward, cramped positions when involved in evaluation, programming, and supervisory activities and sits to work on the computer and drive clients to and from activities.
- There is a regular requirement to use gross motor skills when assisting clients with walking, fine finger precision skills to work on the computer, and to maintain physical balance when participating in recreation activities.

Concentration

- **Visual concentration** is regularly required to observe clients participating in recreation

activities to ensure their safety and health, when performing assessments taking into consideration all sensory stimulants (i.e. touch, smell, taste, sight and hearing) in order to determine their alertness and concentration with their responses. **Visual concentration** is also required to perform work on the computer.

- **Auditory concentration** is regularly required to listen to clients, some of whom may have physical or mental challenges for which their speech is impaired and thus, the specialist requires attentive listening skills. **Auditory concentration** is also required when discussing/collaborating with colleagues, volunteers, and families on various topics and listening to other departments' responses regarding activities.
- Regularly, **other sensory concentration such as touch** is required to assist clients in participation of recreation programs, to provide care (i.e. moving or lifting them), and it is used as a calming technique to demonstrate support and comfort. Regularly, has to be aware of **smells** such as clients' personal hygiene and to determine their comfort level and physical situation.
- There are **time pressures and deadlines** to complete client assessments, workload measurements and statistical reports. Other **time pressures and deadlines** occur during recreation activities due to the clients scheduling for meal breaks, etc, or related to the seasonal nature of the activities (i.e. Christmas, Easter, etc.). 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 clients in the recreation bus, developing care plans for clients to ensure the activities support the client physical and cognitive abilities, and assisting those clients who require a higher level of assistance due to their medical condition. Examples of **repetition requiring alertness** is completing assessments on clients, implementing programs, and transferring clients from wheelchair to bed.
- **Eye/hand coordination** is required when working on the computer and to assist clients participating in crafts and games.
- **Exact results and precision** is required when observing clients physical abilities to determine their range of motion, dexterity, physical condition, and limitations including food restrictions.

Complexity

- Tasks and activities are different/unrelated (i.e. clinical, leadership, and supervisory) and require a broad range of skills and a diversity of knowledge.
- Complexity of work tasks vary but relate to the provision of professional supervisory, clinical leadership, and administrative work in the development, coordination, and evaluation of therapeutic recreation services. Work includes maintaining an active clinical caseload and responsibility for assessing, planning, organizing, and evaluating groups and individual therapeutic recreation services
- 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 their safety when participating in programming, and providing quality programs. Other complexities involve providing leadership and direction to staff, students, and volunteers, and overseeing the administrative aspects of the program.

- Complexities tend to be solved by consulting other employees (i.e. nursing, social work, dietary, physiotherapy, etc.), and by applying knowledge and experience, policies, procedures, and standards.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are somewhat prescribed or controlled.
- Works as the clinical leader for the practice of recreation therapy often over a number of sites. Decisions are made independently about programming plans, designs, schedules, assessments, workload measurements, and individual therapeutic treatment care plans for clients. Also, makes decisions with regards to fundraising efforts and use of those funds for client outings, can order equipment and supplies for office use, and independently are responsible to recruit, orientate, train, supervise, schedule, assign, and evaluate professional student work placements and volunteers, and schedule and assign work to recreation therapy staff.
- Requires approval for tasks such as purchasing of non-stocked items, attendance at continuing education sessions, some travel, and changes to policies or procedures.
- Has some discretion to travel to and from sites, facilitate or instruct sessions, and attend meetings or committees not directly related to the program. Situations such as developing programs for clients require discretion and judgment to interpret directions and apply guidelines. A high degree of discretion is used when managing the day-to-day operations of the department, including the supervision of recreation therapy staff, students, and volunteers, as well as program development, and recruitment of volunteers.
- Provides information, advice, education, support, recommendations, and/or supervision to members of the interdisciplinary team, recreation staff, clients, and their families related to the recreation therapeutic services.

Impact

- Work activities have an impact on the immediate work area, within the department, outside the organization, and on clients/general public.
- There are positive and negative impacts resulting from the decisions made regarding programs being delivered to the clients, and support and guidance given to the staff.
- The resources that are impacted include equipment used to deliver the recreation programs, information program schedules, recreation therapeutic plans, and client's condition, finances to attend events and socials, health and safety, human resources (i.e. volunteers, staff), material resources, and corporate image. The most significant impacts are on health and safety of clients, the immediate work area, information, and corporate image such as providing a quality service.
- Problems are identified within hours of identification and solved quickly, by either the specialist, or other members of the healthcare team.

Development and Leadership of Others

- Typically responsible for direct and ongoing bargaining unit supervisory activities for a medium size work group of employees (5 to 10 employees).
- Provides other development and leadership responsibilities such as job advice, guidance, feedback, on-the-job training, and orientation to new employees. Also delegates/allocates tasks, organizes, coordinates, and evaluates the work of students, volunteers and outside agencies. Also performs as a team lead for the service, represents the department at conferences, meetings, quality improvement activities, and is responsible for all volunteer programs and student placements. There are also some project leader responsibilities when organizing special events (i.e. Christmas, Easter, and summer events, concerts, etc.) by taking the lead on organizing that activity.

WORKING CONDITIONS

Environmental Working Conditions

- Undergoes safety training to prevent injuries to self and 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).
- There is limited likelihood of receiving minor injuries or illnesses, partial or a total disability.
- Occasionally exposed to physical hazards, health and safety risks, and undesirable characteristics in the environment such as sharp objects (i.e. scissors, needles), and dirt/dust. When performing clinic assessment of clients, is occasionally exposed to bodily fluids and waste, infectious diseases, odours, and physical dangers or threats from upset clients who may be aggressive because of their condition. Driving is required from site to site, often in adverse weather conditions.