

Job Class Profile: Recreation Therapy Worker II**Pay Level: CG-29 Point Band: 622-675**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	4	4	4	3	4	3	3	3	
Points	187	67	25	19	90	87	62	64	32	633

JOB SUMMARY

The Recreation Therapy Worker II is responsible for the implementation of therapeutic recreational and social programming for clients. Provides assistance to the Recreation Development Specialist regarding the planning, development and implementation of leisure, social and therapeutic recreation services. These services are based on the assessed needs and individual interests of clients, in order to help maintain and/or continue their physical, cognitive, and social capabilities.

Key and Periodic Activities

- Develops, facilitates, and supervises a variety of individual or group therapeutic recreation, social and leisure activities for clients and sometimes their families.
- Works collaboratively with others (i.e. Specialist), as part of interdisciplinary care team, and attends client focus meetings which may include participating, reviewing, and evaluating programs, identifying changes, and assessing the quality of programs. Communicates, organizes, and supervises the program activities, along with other team members', events such as socials/parties, music, pet, and horticulture therapy, mobility, and fun and fitness programs for clients and family members or providers.
- Acts as a liaison for a variety of external groups and communities. Collaborates and provides support to community or volunteer groups who wish to provide visits, activities, or services to clients.
- Completes documentation and office related work, which may include, but is not limited to, flow sheets, client participation records/documentation, individual or group recreation schedules, leisure assessments, workload measurements; manages donations; arranges transportation for events; monitors telephone calls; communicates with internal and external parties, special interest groups; and arranges visits of families.
- Assesses, inspects, and performs safety checks on all program equipment; orders equipment/supplies/inventory for those areas and maintains current equipment/supplies/inventory. May purchase items for various events.
- Trains, evaluates, orientates, or supervises students and volunteers.
- Organizes and implements a variety of therapeutic recreation activities for facilities such as decorate for seasonal entertainment, sets up and organizes concerts, fund raises for events and organizes annual holiday events, breakfast groups, bingos, bus outings, and fun and fitness activities, etc.

Key and Periodic Activities

- Participates in professional practice group committees and educational and professional development activities.
- Escorts, porters, transports, and accompanies clients to and from recreational activities both in and outside of facilities, (i.e. shopping).
- Assists clients in activities such as purchasing gifts or supplies, reading, and helping respond to mail or email.
- Delivers and reads (if requested) clients mail, and may assist in replying to mail, (i.e. writing letters/emails).
- Provides various social resources to waiting rooms for entertainment purposes, (i.e. books, movies, video games, coloring sheets, and crayons).
- Receives, screens, and accesses resource donations and forwards any monetary donations to the Finance Department.

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
- Event planning and activity coordination
- Tools, techniques, procedures and policies related to field
- Workload measurement

Formal Education and/or Certification(s):

- Minimum: 2 year post-secondary Recreation Diploma with course work in therapeutic recreation.
- First aid, Cardiopulmonary Resuscitation Training (CPR), and Crisis Intervention Certifications
- (Depending on program work area) Class 4 driver's license

Years of Experience:

- Minimum: Less than 1 year

Competencies:

- Provide stimulating and motivating therapeutic programs
- Work in a multi-disciplinary team
- Work with clients with a range of different needs
- Strong communication and interpersonal skills

Interpersonal Skills

- A range of interpersonal skills are used to listen, gather, document, and provide information and direction to clients, team members, and students/volunteers. Also, to provide support and motivation to clients and their families, gain the cooperation of upset or angry clients, and to guide or instruct clients, students, and others in recreational activities.
- Communications occur with a range of contacts including clients and their families, coworkers, employees, supervisor/manager, volunteers, students/trainees and sometimes with suppliers, community groups, and professional advisors (Professional Practice).
- Most significant contact is with clients and their families, healthcare team members, and volunteers/students.

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, constantly moves objects such as fitness and/or medical equipment (i.e. hand weights, wheelchairs, Geri chairs), furniture (i.e. chairs, tables), lifts or transports equipment and supplies over 25 lbs. and regularly either lifts, pushes, pulls equipment to move clients over 50 lbs.
- Regularly stands, walks, and works in awkward, cramped positions when involved in recreational activities. Regularly sits to work on the computer and occasionally drives clients to and from activities.
- There is a regular requirement to use gross motor and fine finger precision skills (to make crafts, play games and work on the computer), and maintain physical balance when participating in or assisting clients in recreation activities.

Concentration

- **Visual concentration** is constantly required when watching clients of various ages and physical conditions to ensure their safety and health, or when providing them with visual stimulation through recreational activities. In addition, **visual concentration** is used to supervise clients, participate in programming, and when entering and charting data into a computer (i.e. work flow sheets, participation information, etc.).
- **Auditory concentration** is constantly 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. **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, to make physical contact with clients when providing care (i.e. moving or lifting them), when participating in recreational programs (i.e. baking and cooking classes), to prevent burns and to determine if things are hot or cold. **Touch** is also used as a calming technique to demonstrate support and comfort to clients. Regularly, **smell** is required to be aware of a client's personal hygiene, and be sensitive to scents where there are allergies.
- Has to respond to **time pressures** and **may not have control over the pace of their work** if a program is cancelled and a new one must be found, or if a new client is added to the program

list. There are **time pressures** as a result of clients' individual challenges including meal times, appointment schedules, **interruptions** by other clients, and when completing documents.

- **A higher level of attentiveness** is required when working with clients who may be more vulnerable to illness, infectious diseases, and/or who require a higher level of assistance due to the acuity of their medical condition.
- **Eye/hand coordination** is required to operate a variety of recreational equipment and participate in a variety of recreational activities.
- **Exact results and precision** is required when documenting a client's progress and participation level in recreational programs, when purchasing age appropriate gifts for clients, to ensure that clients receive appropriate meals when participating in events that run over the course of meal periods.

Complexity

- Work typically involves tasks that are different but allow for the use of similar skills and knowledge.
- Complexity of work relates to the implementation of therapeutic recreational and social programming for clients. Work involves providing assistance regarding the planning, development and implementation of leisure, social and therapeutic recreation services, based on individual client needs. Develops a variety of individual and group activities for clients.
- Problems typically have obvious solutions which can be addressed by following procedures/guidelines. Occasionally, problems require problem definition and analysis, and can be solved in a team setting.
- Typical complexities include working with unique clients with different needs, helping to develop or make adjustments to existing or new programs to fit every client's needs, ensuring the safety of all clients participating in programming, and providing quality programs with a high number of clients.
- Complexities tend to be solved by obtaining advice and guidance from other employees (i.e. Recreation Development Specialist), manager, reference manuals, and policies and procedures.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are moderately prescribed or controlled.
- The Recreation Development Specialist and the activity/event calendar guide the structure of the work tasks and activities.
- Decisions are made independently about some program scheduling/planning, (i.e. special events, ordering in-house supplies, assigning tasks to volunteers and/or students, using petty cash for activities, and documenting clients' information).
- Requires approval for tasks such as commitments to and from outside agencies/volunteers, purchasing equipment and supplies, travel, staffing, and policy changes.
- Has some discretion to modify programs to suit the client and decide which programs are most appropriate for which clients. Policy, procedures and guidelines exist for daily work tasks. A high degree of discretion is used when interacting with clients during programs, especially during medical emergencies.
- Provides information, advice, and recommendations to members of the interdisciplinary team,

clients, and their families related to the availability/variety of recreational activities, and the client's participation level.

Impact

- Work activities have an impact on the immediate work area, within the department, and on clients/general public.
- There are positive and negative impacts resulting from the decisions made regarding programs being delivered to the clients.
- The resources that are impacted include: information, finances, health and safety, and corporate image. The most significant impacts are on health and safety of clients, the immediate work area, information, and corporate image.
- Errors are typically identified and resolved within hours of identification by therapy workers, other members of the healthcare team, or the manager.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- Provides some development and leadership responsibilities such as job advice, guidance, feedback, on-the-job training, and orientation to new employees. They are also expected to delegate/allocate tasks, organize, coordinate, and evaluate the work of students and volunteers. When performing regular activities or organizing special events (Christmas and summer events, concerts, etc.), often takes the lead on organizing that activity.

WORKING CONDITIONS

Environmental Working Conditions

- Regularly 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). Also wears masks, gowns, protective eyewear when visiting clients in isolation rooms.
- There is limited likelihood of receiving minor injuries or illnesses, but it is not likely activities would result in a partial or total disability.
- Regularly exposed to physical hazards, health and safety risks, and undesirable characteristics in the environment such as unusual/distracting noise, dirt/dust/filth and the glare of a computer screen. Occasionally exposed to wet or slippery surfaces, bodily fluids and waste, infectious diseases when interacting with clients, odours, driving in adverse weather conditions and physical dangers or threats.