

Job Class Profile: Recreation Therapy Worker III**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	4	3	3	
Points	187	67	25	19	90	87	83	64	32	654

JOB SUMMARY

The Recreation Therapy Worker III is responsible for planning and supervising the activities of a therapeutic recreational and social program within a provincial institution under the direction of a regional coordinator. Work involves participating in planning, developing and implementing leisure, social and therapeutic recreation services which 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

- Plans, coordinates, 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 as part of interdisciplinary care team, and attends client focus meetings, which may include participating, reviewing, identifying changes, and evaluating and assessing the quality of programs.
- Holds individual and group sessions, communicates, organizes, supervises, gives instruction and demonstrates 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.
- Plans, schedules, coordinates, and evaluates the work of staff and volunteers.
- Prepares budget estimates for recreational activities and recommends resource requirements.
- Acts as a liaison for a variety of external groups and communities; and 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, participation rates, workload measurements and program proposals; manages donations; monitors telephone calls; communicates with internal and external parties, special interest groups; and arranges visits of families.
- Organizes and supervises outings; ensures adequacy of outings for clients outside the institution; arranges transportation for events; assists with personal care and activities of daily living, as required.
- Assesses, inspects, and performs safety checks on all program equipment.

Key and Periodic Activities

- Requisitions, maintains and keeps track of a variety of recreational supplies and equipment; orders equipment/supplies/inventory for those areas and maintains current equipment/supplies/inventory; and purchases items for various events.
- 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.
- Orientates, schedules, assists in supervision, and evaluates students from post-secondary recreation programs, high school cooperative programs, volunteers, and summer students.
- Attends departmental meetings; and prepares reports on recreation activities including clients' progress and participation level in programs.
- Trains, evaluates, orientates, or supervises students and volunteers.
- Participates in professional practice group committees and educational and professional development activities including Quality Initiative Committees.

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
- Class 4 driver's license

Years of Experience:

- Minimum: 4 – 5 years

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 including listening to provide support and care, gather, document, and provide information and direction to clients, team members, and volunteers, 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, volunteers, and others in recreational activities.
- Communications occur with a range of contacts including clients and their families, coworkers, employees, manager, suppliers, volunteers, students/trainees, community groups, and professional advisors (i.e. Regional Coordinator).
- Most significant contact is with clients and their families, healthcare team members, 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, 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 (i.e. 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, 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 planning and supervising activities of a therapeutic recreational and social program under the direction of a regional coordinator. Work involves planning, developing and implementing leisure, social and therapeutic recreation services based on assessed, 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 adjust 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. Regional Coordinator), manager, reference manuals, and policies and procedures.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are somewhat prescribed or controlled.
- Consultation with the regional coordinator 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. Responsible for planning and coordinating the activities of a therapeutic recreational and social program.
- 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. Also delegates/allocates tasks, organizes, coordinates, and evaluates the work of students and volunteers. When performing regular activities, or organizing special events (i.e. Christmas and summer events, concerts, etc.), often takes the lead on organizing that activity. Typically is the sole recreation position in an institute and acts as the recreational expert and resource for recreation activities.

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.