



Adult Day Service Recreation Lead

Role Description

Reports to: Seniors Program Manager (SPM)

Position Overview:

The Adult Day Service (ADS) Recreation Lead works closely with the Seniors Program Manager, Client Care Coordinator, and ADS Assistants to plan and implement the delivery of an Adult Day Service. The ADS Recreation Lead plans, coordinates, facilitates, and evaluates all activities for participants of the program who are living with differing physical and cognitive impairments. In collaboration with ADS Assistants, the ADS Recreation Lead is expected to adapt activities and facilitation techniques, while providing individual support to clients, in order to meet the needs goals of all participants. Physical demands of the job include assisting with transfers and client care as well as room set-up and take down.

Responsibilities:

- **Effective and timely client care management.** Analyses clients plan of service and is knowledgeable of current client status through daily chart review and client observation. Maintains timely and necessary documentation for each client including; care plans, activity records, progress notes, medication assistance, and changes in the client's physical and cognitive condition. Provides input during monthly client acuity review and reports all changes in client condition to Client Care Coordinator. Attends client care conferences, as required. Ensures client safety at all times and reports safety concerns and near misses to Seniors Program Manager.
- **Plans, facilitates and evaluates daily scheduled activities.** The Recreation Lead is responsible for developing activities to assist clients in meeting goals identified in their plan of service. The Recreation Lead adapts group and/or individual programming activities to the needs of the ADS clients living with differing physical and cognitive impairments. Communicates daily activity instructions and expected outcomes with the ADS assistants. Encourages participant socialization within the program and demonstrates a strong ability to motivate people and increase client confidence during the facilitation of activities. Sets up and prepares program room in order to deliver smooth activity transition. Assists with client supervision at all times, and assists with both morning drop-off and afternoon pick up routines.

- **Incorporates appropriate use of technology in daily programming.** Leads and educates ADS staff in the use of technology as a tool for delivering activities. Creates positive opportunities for clients to engage with technology. Develops and leads virtual program, as required. Defines strategies to engage clients and caregivers from within their homes to participate in programming. Cooperates with any organizational efforts to further virtual connections with clients.
- **Works closely with the ADS Assistants** and assists with client medications and transfers. Follows client dietary roster when preparing meals and snacks and communicates changes in dietary needs to the Client Care Coordinator, ADS Assistants and Cook. Assists with feeding if required.
- **Works collaboratively with other CSS program coordinators.** Has knowledge of organizations programs, services, and policies. Provides information about additional services that could benefit clients and their caregivers. Works with Transportation Coordinator to ensure transportation of clients to and from program is arranged and takes place.
- **Provides oversight to volunteers and placement students in ADS.** Responsible for determining volunteer roles within ADS and assists in the recruitment, training, supervision, and mentorship of volunteers within those roles. Coordinates volunteers and students within the program, orienting them to the clients and the program and ensuring that service delivery meets standards.
- **Actively participates in training and development** to best support the role within the organization. Seek out education opportunities to address any knowledge gaps and further support the organization.
- **Administration & program budgets.** Follows the Safety and Emergency Procedures Policy and participates in the Annual Fire Drills. Ensures compliance with PHIPA (Personal Health Information Privacy Act) and PIPEDA (Personal Information Protection and Electronic Documents Act) Policies. Assists with placement student and volunteer evaluations. Assists with service and program evaluations. Makes planning and purchasing decisions within approved budget parameters. Tracks and submit expenses on a monthly basis.