



JOB DESCRIPTION

POSITION: **Coordinator, THERAPEUTIC PROGRAM AND VOLUNTEER SERVICES**

REPORTING RELATIONSHIP: **DIRECTOR OF CARE**

JOB SUMMARY

Reporting to the Director of Care, the Coordinator of Therapeutic Program and Volunteer Services is a member of the leadership team upholding George Derby Care Society's (GDSCS) Vision, Mission, Philosophy, Values, and established policies and procedures; commits to professional and GDSCS' codes of ethics, and functions within the regulations, standards and guidelines governing health care, social services, human resources and volunteerism.

The Coordinator of Therapeutic Program and Volunteer Services, working under the direction of the Director of Care, is responsible for coordinating George Derby Care Society's life enrichment program and volunteer services, and special event planning.

DUTIES AND RESPONSIBILITIES

Leadership & General Management

- 1) Ensuring formalized assessment of residents' needs pertaining to their physical, intellectual, emotional, social, spiritual requisites are appraised.
- 2) Develop, organize and coordinate all aspects of therapeutic programming based on the principles of therapeutic recreation and population health
- 3) Develop, plan, implement and monitor recreation and leisure programs and services for residents to enrich their lives and well-beings.
- 4) Coordinates the life enrichment program and workflow in collaboration with nursing and rehab teams.
- 5) Provides work direction to designate staff, including related training and orientation.
- 6) Create volunteer programs and foster an environment which values the role of volunteers in assisting staff to meet the physical, intellectual, emotional, social, spiritual and cultural needs of residents.
- 7) Contribute to the management of GDSCS's Life Enrichment Program by generating new ideas and fresh approaches to how the Program operates its affair and businesses.

ROLE DESCRIPTION

Coordinator, THERAPEUTIC PROGRAM AND VOLUNTEER

- 8) Coordinate the Therapeutic Program and Volunteer Teams, ensuring that team activities are planned and prioritized according to GDCS's mission, policies and funding accountabilities
- 9) Ensure that the therapeutic program practices and procedures comply with licensing regulations, provincial regulations, accreditation standards and organizational policies through regular monitoring and evaluation
- 10) Research, draft and implement appropriate strategy and policy in relation to therapeutic Program and volunteer services
- 11) Review and report regularly on internal performance management, and program outcomes with the aim of keeping Human Resources informed on performance and development.
- 12) Collaborates with the members of the Multidisciplinary Team
- 13) Acts as a resource to staff

Financial Management

- 14) Manage the finance function of Therapeutic Program to ensure proper administration of the Program's financial affairs. Work with the Director of Finance to develop a departmental budget. Monitor the budget and offer explanations of variances.

Human Resource (HR) Management

- 15) Plan, develop and implement an ongoing recruitment strategy for Program staff and volunteers
- 16) Organize therapeutic program team's HR duties including dissemination of relevant information and literature, coordination of leave, approval of Time Sheets and dealing with day to day issues as they arise
- 17) Uphold GDCS's HR policies and procedures in meeting the requirements of the relevant legislation and reflect best practice models such as safe workplace and early return to work, diversity and equality
 - Promote safe-work and harassment-free practices and ensures all legislative requirements under the Occupational Health and Safety Act are complied with. Functions in the role of "competent supervisor" as defined under the act.
 - Participate and encourage membership on the Centre's regular and special committees and task group

PROFESSIONAL ACCOUNTABILITY/QUALIFICATIONS

1. **Standard of Education:** A university degree or a professional qualification of an equivalent or higher standard
2. **Management Experience:** At least three years full-time management experience at a senior level in a multi-disciplinary organization with a record of success in operating a therapeutic/recreation program, and/or volunteer services linking service delivery to strategic objectives
3. **People Management:** Experience in managing staff as well as the ability to contribute effectively as a member of GDCS's leadership team
 - Demonstrated leadership, interpersonal and organizational skills

4. **Program Planning:**

- Commitment to resident-centered programs and a genuine interest in working with seniors and their families
- Knowledge of program development, innovative, and sound judgment
- Effective use of resources including staffing plan and scheduling
- Knowledge of community resources

5. **Accountability:** Results oriented

- Assumption of responsibility for actions, decisions, and policies, and implementation within the scope of the role encompassing the obligation to report, explain and be answerable for resulting consequences

6. **Communications:** Excellent oral, written and inter-personal communications skills in dealing with individuals and groups at all levels.

- Computer proficient in Windows, Microsoft Office and the Internet

SALARY AND BENEFITS

- Competitive salary based upon skills and experience
- Benefits package