



## Position Vacancy Posting

<b>Position Vacancy # 2011-46</b>	<b>Posting Period: Open Until Filled</b>
<b>Job Title: Activities Coordinator</b> <b>Department: Parry Place, Assisted Living</b>	<b>Status:</b> Part-time <b>Work Location:</b> Parry Place <b>Start Date:</b> As soon as possible <b>End Date:</b> N/A
<b>Hours of Work:</b> <b>8 hours per week</b> Variable/Flexible Work Hours; may include week-ends	<b>Union: Exempt</b>
<b>Hourly Wage Rate: \$20.00/hour</b>	<b>Contact: Andrea Birtwistle, Site Coordinator, Parry Place</b>
<p><b>Job Summary:</b> Under the general supervision of the Site Coordinator (Assisted Living) the Activities Coordinator carries out an established recreation program based upon meeting the physical, social, emotional, intellectual, spiritual and cultural needs of the residents residing at Parry Place requiring Assisted Living services.</p> <ol style="list-style-type: none"> <li>1. Organizes and implements resident recreation programs involving activities such as arts and crafts, sports, music, woodworking, gardening and exercises as directed, following the 'Social' model of care.</li> <li>2. Organizes and implements resident recreation programs outside of the facility, ensuring at all times the safety and well-being of the resident, i.e. resident is wearing appropriate clothing, footwear for walking and climate conditions etc. Confirms details of proposed activity with care staff.</li> <li>3. Organize, conduct, evaluate and record all of the recreation activities at Parry Place Assisted Living.</li> <li>4. Provide input into range, scope and details of Assisted Living recreation programs offered to residents.</li> </ol>	

5. Evaluate and maintain activity supplies, reports any malfunctioning of equipment, communicates with Parry Place site Coordinator Assisted Living, budget requirements
6. Maintain an atmosphere conducive to the general public and resident well being by creating an environment which maintains the happiness, self-respect, general dignity and physical safety of each resident, guest and staff member.
7. Promotes and maintains positive communication and relationships among staff, residents and the public;
8. Provides direction to volunteers during activity programs and demonstrates related techniques as required.
9. Organizes and leads Resident Council Meetings
10. Participates in the development of daily, monthly and annual activity calendar of events.
11. Sets up and organizes furnishings and equipment for activity projects, reaches the techniques of related activities to residents, oversees the resident activities and reports any problems or concerns to the site Coordinator Assisted Living.
12. From time to time and in unusual circumstances may be asked to perform other related duties;

**Basic Qualifications:**

- Recreation Degree/Diploma or Activation Certificate from recognized and approved University or College
- WHMIS (Annual Requirement)
- “Food Safe” Certificate (Recertification Required Every 3 Years)
- First Aid Certificate
- Criminal Record Check
  
- Exercise excellent communication skills by demonstrating tact, diplomacy, empathy, patience and concern in providing quality service;
- A good command of the English language, both oral and written skills;
- Ability to take direction and learn procedures;
- Ability to work independently and/or as a member of a team.
- Physical ability to carry out all duties of the position.
- Ability to organize and conduct work, operate related equipment, provide leadership, ability to teach, and ability to work in a multi disciplinary work environment.

**Safety:** It is the responsibility of all workers to follow proper safe work procedures and to monitor their workplaces for unsafe conditions and hazards.

Through the active participation and co-operation of management, supervisors, workers and joint occupational health and safety committees, Beacon Community Services will promote healthy and safe working conditions and attitudes as integral parts of its operations.

Please submit your cover letter and resume to:

Andrea Birtwistle, Site Coordinator

408 Parry Street

Victoria, BC V8V 2H7

Fax: (250) 382-4449

parryplace@shaw.ca