



# Employment Opportunity

<b>Position Title:</b> Recreation & Hospitality Assistant	<b>Position Number:</b> 2019-108
<b>Department:</b> Housing <b>Location:</b> SHOAL Assisted Living	<b>Hours of Work:</b> Monday – Friday, 9:30am – 3:30pm (25 hours per week) <b>Status:</b> Regular, Part-Time
<b>Remuneration:</b> Commensurate with Experience (\$19.39 - \$23.49)	<b>Posting Period:</b> November 25, 2019 – December 31, 2019
<b>Start Date:</b> January 15, 2020	<b>Union:</b> Exempt

## JOB SUMMARY:

We are an award-winning and accredited not-for-profit that helps people and improves lives through a range of programs and services. We offer a competitive salary and a rewarding, stimulating work environment.

Reporting to the Manager, the Recreation & Hospitality Assistant joins a multi-faceted team working in accordance with the mission, vision, and values of Beacon Community Services that makes a difference in people’s lives every day. This role will carry out an established recreation program based upon meeting the physical, social, emotional, intellectual, spiritual, and cultural needs of the residents in Assisted Living. This role will also oversee hospitality tasks, some reception duties, and organizing duties. We are looking for someone lively, creative, and full of spirit to join our team!

## DUTIES AND RESPONSIBILITIES:

- Plans, implements, schedules, and evaluates a monthly calendar of regular indoor and outdoor activities and events that meet social, physical, intellectual, and emotional needs of the residents. Email completed calendar to the Manager three business days prior to the 1st.
- Posts the monthly activity calendar by the 1<sup>st</sup> of every month to allow for planning with families. Also, posted in the designated areas, given to all residents, and the Manager.
- Develops and maintains appropriate methods for communicating all programs, services, and events. This includes the site newsletter, bulletins, and meetings.
- Encourage participation and maintain optimum resident involvement by gathering residents for activities. This also involves reassessing activities with lower resident turnout. Sets up and organizes furnishings and equipment for activities, and does related clean up. Reports any problems or concerns to the Manager.
- Completes individual resident social and recreational needs assessment; contributes to the resident care plan; and supports a holistic approach to resident care. Implements activity surveys. Evaluates activity statistics. Updates resident attendance board.
- Recruitment, training, and development of a volunteer program to support recreation programming.
- Evaluates and maintains supplies, and reports any malfunctioning of equipment. Keeps the facility organized and tidy. Organizes and sets up all recreation items.

- Organizes and participates in the Resident Council Meetings, Dining Room Committee, and other meetings or events at the facility.
- Promotes and maintains positive communication with the residents, staff, and public by creating an environment which maintains the happiness, self-respect, general dignity, and physical safety of each resident, guest, and staff member.
- Efficiently use a computer, electronic devices, and the internet. Able to complete administrative duties in an efficient amount of time, including calendars, resident assessments, hospitality care plans, statistics, expenses, organizing meetings as needed, organizing outings/ guests/ volunteers, etc.
- Answers phone calls and follow up as needed. Assist with phone calls from emergency centre, etc.
- Support with the regular snack routine for the residents.
- Assistance with some general cleaning duties as needed. Decorates and organizes for recreational and facility needs.
- Regular training courses – to be completed and handed into the Manager.
- Assists the Manager with day-to-day tasks and other related tasks as assigned.

### QUALIFICATIONS:

- RCA, Activation Certificate, Recreation Diploma, or equivalent education relating to Recreation Programming
- FOODSAFE Certification (to be renewed every 3 years)
- First Aid Certification (to be renewed upon expiry)
- A clear Police Criminal Record Check and a clear Solicitor General Criminal Record Check
- WHMIS Certification (to be renewed annually)
- Able to effectively use a computer, electronic devices, and the internet

### KNOWLEDGE, SKILLS AND ABILITIES:

- Experience in working with seniors and working with a dementia population is an asset
- 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
- Ability to encourage and excite residents to participate in activities

#### **WE LIVE SAFETY!**

The safety of our clients, staff and volunteers is a priority of Beacon Community Services. We promote healthy and safe working conditions in all of our operations. We are committed to continuously improving safety and *it is essential to this position*. We further support safety through the active participation and co-operation of management, supervisors, workers and joint occupational health and safety committees.

### APPLICATIONS:

All interested applicants can [Apply Now!](#) quoting the position vacancy number 2019-108. Please note only those applicants who are selected to continue in the recruitment process will be contacted.