

Christian Health Care Center

Mission: *Providing skilled health care services with compassion and love in Christ's name.*

JOB DESCRIPTION

TITLE:	Therapeutic Recreation Program Coordinator
REPORTS TO:	Director of Therapeutic Recreation
FLSA STATUS:	Non-Exempt, Hourly

JOB SUMMARY: This position is responsible for providing Therapeutic Recreational services to Christian Health Care Center residents. The position assists, plans, implements/leads, and evaluates therapeutic recreation programs to assure that an ongoing program of activities is designed to meet the interests and physical, cognitive, emotional/spiritual and social well-being of each resident, in accordance with an individual comprehensive care assessment.

ESSENTIAL JOB FUNCTIONS:

1. Provides a pleasant, positive and calm environment for residents.
2. Good attendance is an essential requirement of this position.
3. Communicates and works smoothly with residents, families, supervisors, and co-workers.
4. Respects and abides by Resident Rights.
5. Maintains confidentiality in all things relating to residents.
6. Reports resident abuse according to CHCC policy.
7. Assists with planning, developing, organizing, implementing and evaluating therapeutic recreation programs of the facility.
8. Ensures that activity programs meet resident's needs and encourage the highest individual functioning level of the resident's physical, social, spiritual, and mental well-being.
9. Collects information in order to update the resident care plan. This may include interviewing family, friends and community agency representatives and utilizing clinical records in order to complete these documents. Develops a written therapeutic recreation plan of care for each resident that identifies the problems and goals to be accomplished.
10. Completes a therapeutic recreation review at least quarterly, earlier in cases of notable change. Documents progress toward therapeutic recreation goals and provides significant information about the individual to assist communication among the interdisciplinary team.
11. Assists residents with participation in individual and group programs to ensure programs are utilized to full extend possible.
12. Involves resident and family members in planning therapeutic recreation programs when possible.
13. Assists and leads therapeutic recreation programs. Provides meaningful one-on-one therapeutic recreation programming.
14. Maintains calm flexible environment when working with residents with dementia. Able to adapt and improvise, as needed, to facilitate small group and individual activities.
15. Assists in setting up activities, supplies, and equipment. Escorting residents to and from the area. Organizes and maintains a clean, sanitary, organized, safe

- and pleasant activity area.
16. Understands and demonstrates effective dementia care techniques (ie. redirection/reassurance, validation, memory support, sensory methods, communication, exercise etc.) when working with residents with dementia.
 17. Participates in facility surveys (inspections) made by authorized government agencies. Assists in reviewing and developing a plan of correction for therapeutic recreation deficiencies noted during surveys.
 18. Observes resident attendance and degree of involvement so that facility programming and resident progress are documented.

OTHER JOB FUNCTIONS:

19. Participates in various facility committees and attends staff meetings as assigned.
20. Maintains current knowledge of TR standards and attends staff training and in-services as scheduled. Pursues continuing education as needed, with approval.
21. Performs other duties as assigned by the Director of T-Rec.
22. Establishes a culture of compliance by adhering to all facility policies and procedures. Complies with standards of business conduct, and state/federal regulations and guidelines.
23. Reports noncompliance with policies, procedures, regulations, or breaches in confidentiality to appropriate personnel. Reports any retaliation or discrimination to HR or compliance officer.
24. Agreement to abide by all standards, policies, and procedures of the facility, including the facility's compliance and ethics program, is a condition of employment. Compliance will be a factor in evaluating job performance. Violations, including failure to report violations, will result in disciplinary action, up to and including termination.

WORKING CONDITIONS AND EQUIPMENT USED:

Work is performed in all areas throughout the facility. Incumbents may be exposed to individuals who become hostile and emotionally upset. May be requested to work beyond normal working hours, including weekends and evenings as needed. Incumbent is subject to exposure to infectious waste, diseases, and conditions. May be required to wear a respirator.

QUALIFICATIONS:

Knowledge, Skills and Ability to:

- Knowledge of community resources available to elderly and developmentally disabled populations.
- Strong organizational skills and attention to detail.
- Leadership skills and the ability to advocate for the resident.
- Excellent interpersonal skills; must have patience, tact, cheerful disposition, enthusiasm and the willingness to handle residents based on their individual maturity level and work positively with family members and other CHCC staff members.
- Strong verbal and written communication skills.

- Ability to work independently with minimal direction; ability to make independent decisions when circumstances warrant such action.
- Ability to handle the responsibility of providing residents with a safe and positive experience outside of the facility.
- Ability to seek out new methods and principles and willingness to incorporate them into existing activity services.

Education and Experience:

- Bachelor of Arts or Sciences in Therapeutic Recreation or related field required or 3 or more years experience designing and leading therapeutic recreational programs.
- Experience working with the elderly, developmentally disabled and/or dementia populations required.
- CTRS preferred (Certified Therapeutic Recreational Specialist).

GENERAL PHYSICAL REQUIREMENTS:

Strength: Ability to assist residents in getting to activities services; maneuvering wheelchairs and lifting up to 50 pounds.

Manual Dexterity: Ability to consistently perform simple motor and manipulative skills such as standing, walking, etc., and moderately difficult manipulative skills such as writing and word processing.

Mobility: Ability to walk and stand consistently; sit for long period; move throughout the facility; reach above shoulders; bend frequently; squat and rest on knees to reach files.

Visual Discrimination: Ability to consistently identify objects and persons at a distance; read fine print on medical records and forms.

Hearing: Ability to consistently distinguish normal sounds with some background noise; multiple sounds (such as alarms) in a stimulated environment; and verbal language and tones on the telephone.

Speech: Ability to speak clearly and make self understood in a one-on-one basis with residents and in a variety of formal and informal group settings.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment nor do they alter the at-will nature of the party's employment relationship. The employer retains the discretion to change and alter this description at its discretion.