



M'akola Housing Society Employment Opportunity

Recreation Coordinator Position (30 hrs. FTE)

Internal/External Posting

Under the supervision of the Assisted Living Manager, the Recreation Coordinator is a multi-tasked position for the implementation of the recreation programs, entertainment and daily activities that will enrich the lives of residents residing at Jesken Aerie Assisted Living. The Recreation Coordinator will represent M'akola Housing Society and embrace the vision to improve living conditions for Elders, seniors, people living with a disability and First Nations people while encouraging and reinforcing traditional practices and cultural beliefs. The incumbent will ensure the Recreation Coordinator position is represented in a professional, responsible, and respectful way at all times.

SUMMARY OF DUTIES:

- Developing and initiating programs for the residents of Jesken Aerie i.e.: arts and crafts, music therapy, exercise programs, discussion groups, word games, bingo, resident recreation meetings;
- Organizing various entertainment programs utilizing individual and group performers within the community;
- Coordinating outings for residents at various times of the year;
- Driving the bus to the various outings;
- Developing and initiating various fund raising activities such as garage sales, craft fairs, raffles;
- Seeking funding from other sources via proposals and donations;
- Overseeing and providing direction to volunteers who are assisting with various programs;
- Meeting with residents individually to discuss special interests;
- Encouraging resident participation in activities by providing additional reminders when required;
- Incorporating activities that accommodate residents who have physical disability challenges;
- Monitoring residents' health status and reporting observations of changes and/or deterioration to the Assisted Living Manager;
- Providing service that is sensitive to an individual's ethnic, spiritual and life experiences;
- Ensuring accurate and timely completion of all documentation assigned or required;
- Creating and submitting a monthly newsletter and activity calendar for residents;
- Responding to resident emergencies as required;
- Maintaining resident and staff confidentiality;
- Following dress code policy and guidelines;
- Responding to fire smoke alarms utilizing the procedures outlined in the Fire Safety Manual;
- Administering First Aid to Residents and staff when required and deemed appropriate
- Participating in bi-annual fire drills;
- Assisting with the evacuation of the building in the case of an emergency;
- Maintaining a safe & clean working environment within your department; and
- Any other reasonable duties as required.

SKILLS, ABILITIES AND TECHNICAL KNOWLEDGE:

- Ability to read and write English fluently;
- Extensive knowledge and working ability of Microsoft Word, Outlook and Excel;
- Ability to deal effectively, tactfully and patiently with staff , Elders, seniors, people living with disabilities and the general public;
- Demonstrate sound judgment;
- Strong written and oral communication skills;
- Knowledge of the affects of aging;

- Capable of being socially sensitive to First Nations issues and concerns;
- Ability to understand and comply with the M'akola Housing Society's Policies and Procedures, vision, mission and values;
- Proven ability to be reliable and punctual;
- Ability to work with a positive team-building approach;
- A positive and upbeat personality;
- Ability to work independently with a minimum of supervision;
- Knowledge to respond effectively and calmly in crisis situations;
- Exhibit strong interpersonal skills, with the ability to display tact, respect and diplomacy;
- Ability to take direction and follow procedures;
- Strong organizational skills and the ability to multi task;
- Excellent public relation skills; and
- Ability to function effectively within the Constitution and Bylaws of Jesken Aerie.

EDUCATION AND EXPERIENCE:

The successful candidate will possess a combination of education and experience that satisfy all or most of the following:

- Post Secondary Education in Recreation Coordination;
- Minimum 2 years recreation coordination experience preferably with Aboriginal Elders, seniors and persons with disabilities in congregate/assisted living setting; and
- Experience working in and with the Aboriginal community.

OTHER:

- Criminal Record Check clearance;
- Must possess and maintain a valid Class 4 BC Driver's License and have a reliable vehicle;
- Clean Drivers Abstract;
- Current First Aid, Level I, Food Safe, Level I, and WHMIS Certification;
- Must be flexible in hours (30 hours per week) and available to work some evenings and weekends due to operational needs; and
- Preference will be given to applicants of Aboriginal ancestry (**please self-identify**) as per Section 41 of the BC Human Rights Code.

**Please submit your resume and cover letter to the attention of:
Karen Henry, Assisted Living Manager
(by mail/email/fax or in person)**

Closing Date: February 12, 2018 @ 4:30 PM

Only those selected will be contacted.

Visit our website to view the full job description

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