

Alzheimer Society

GREY - BRUCE

IN-HOME RECREATION COORDINATOR

The Alzheimer Society Grey Bruce has been actively supporting families and individuals affected by Alzheimer's disease and other dementias since 1986. We advocate for and provide support services, education and funding for research for those affected by Alzheimer's disease and other dementias.

Location: Alzheimer Society Grey Bruce, Owen Sound (with travel required around Grey and Bruce)

Status: Full-time, 35 hours per week, contract to March 31 with possibility of extension

Immediate Supervisor: Executive Director

Direct Reports: In Home Recreation Volunteers

Summary:

The In Home Recreation Coordinator will provides clients the opportunity to participate in a range of activities that are stimulating, therapeutic, and socially engaging in their own home.

Qualifications:

- Completed post-secondary education in Therapeutic Recreation. Other combination of education and experience will be considered, such as RN, RPN, PSW, SW, SSW and more.
- Recruitment and selection experience
- Experience building relationships with volunteers, staff and community partners
- Knowledge of Alzheimer's disease and related dementias
- Strong verbal and written communication skills
- Training and public speaking experience
- At least 3 years' experience working with persons with dementia and/or their families
- Knowledge and working understanding of Microsoft Suite of software
- Experience working with the client reporting and volunteer databases
- Flexibility to represent the Society at events and programs, some of which occur outside of regular work hours
- Driver's license with access to a vehicle
- Vulnerable Sector Police Screening

Responsibilities:

General

- Always represent the Alzheimer Society of Grey Bruce in a professional manner, treating all internal and external clients with respect and dignity;



ALZHEIMER SOCIETY OF GREY-BRUCE

753 2ND AVENUE EAST, OWEN SOUND, ON, N4K 2G9

TEL: (519) 376-7230 1-800-265-9013 FAX: (519) 376-2428

E-MAIL: info@alzheimergreybruce.com WEBSITE: <http://www.alzheimer.ca/greybruce>

CHARITABLE REGISTRATION NUMBER: 11878 4982 RR0001

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- Always act in the best interests of the Society;
- Maintain an organized and productive office environment;
- Attend monthly program meetings and follow up with clinical staff as required;
- Work closely with First Link Program staff for ongoing assessment of clients for In Home Recreation programs;
- Liaise with community partners in conjunction with the program, education, and fund development staff;

In Home Recreation Program (IHR) and Volunteers

- Provide 1 on 1 in home recreation to clients including intake and assessment, while waiting for potential match to volunteer. As program begins, Rec staff will take on more clients themselves. As program develops, they will focus on volunteer training, client and volunteer updates and complex clients recreation.
- Provide orientation, training, and feedback for In Home Recreation volunteers;
- Process client referrals and facilitate matching process with appropriate volunteer and family
- Create recreation intervention plans for volunteers to execute with matched client. Note that some more complex clients will be matched with IHR certified staff.
 - a. Use a holistic approach, providing activities in keeping with the individual's cultural diversity, recreational interests, activities of daily living with the therapeutic recreation domains as the overarching goal
- Provide leisure education for care partners and other health care professionals involved in client case
- Update In Home Recreation Training as new education, research and knowledge is gained
- Purchase activity items for client and volunteer visits
- Maintain an inventory list of the in-home kit;
- Assist Coordinator of Volunteers and Social Recreation Services with Volunteer trainings
- Manage the caseload of clients assigned
- Organize and plan for monthly team meetings to discuss caseload and provide an information exchange with volunteers of the In Home Recreation Program;
- Ongoing communication with the Manager of Therapeutic and Social Recreation Services
- Provide regular feedback to families (virtually, email, face to face or over the phone)

Evaluation:

- Work with program team to continually evaluate group program(s) by soliciting ongoing feedback and evaluation from clients in groups
- Regular program evaluation for client, care partner and volunteers
- Work with South West Alzheimer Societies to evaluate program

**To Apply, please email cover letter and resume to Stephen Musehl,
smusehl@alzheimergreybruce.com**



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