



Job Description

Alzheimer Society of Simcoe County

Help for Today. Hope for Tomorrow...®

SECTION I: JOB DATA

Job Title: In Home Recreation Coordinator

Reports To: Chief Executive Officer

Date: March 2024

SECTION II: PROGRAM OVERVIEW

The Alzheimer Society Simcoe County actively supports families and individuals affected by Alzheimer's disease and other dementias. We advocate for and provide support services, education, and funding for research for those affected by Alzheimer's disease and other dementias.

The In Home Recreation program offers a recreation and leisure assessment with a Therapeutic Recreation Specialist (TRS) in the role of the Society's In-Home Recreation Coordinator (IHRC), to create individualized activities for clients living with dementia. After the development of the individualized plan, the IHRC will provide a carefully selected volunteer, who has completed specialized training and screening, to facilitate the activities and provide social and cognitive stimulation to the client through ongoing weekly visits. In a situation of more complex cases the IHRC will facilitate the weekly visits as opposed to the volunteer. This program will also aim to empower care partners by teaching a variety of activities, educational opportunities and support, while also providing respite opportunity.

SECTION III: JOB SUMMARY

The In-Home Recreation Coordinator will create recreation intervention plans that provide clients with an opportunity to participate in a range of activities that are stimulating, therapeutic, and socially engaging in their own home. The In-Home Recreation Coordinator will match trained volunteers with clients to engage in meaningful activity within their own home.

The In-Home Recreation Coordinator is also responsible, in partnership with the Community Development Coordinator, for the screening, training and supervision of volunteers and post-secondary student learners who are supporting program delivery.

SECTION IV: ESSENTIAL FUNCTIONS & RESPONSIBILITIES

1. Process client referrals and facilitate matching process with appropriate volunteer and family
2. Create recreation intervention plans for volunteers to execute with matched client using 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
3. Provide leisure education for care partners and other health care professionals involved in client case
4. Update In Home Recreation Training as new education, research and knowledge is gained
5. Purchase activity items for client and volunteer visits
6. Maintain an inventory list of the in-home kit for clients
7. Manage the caseload of clients assigned
8. Provide orientation, training, and supervision for In Home Recreation volunteers
9. Manage caseload of volunteers who are matched with clients
10. Serve as a liaison to the families, providing them with information about the Alzheimer Society of Simcoe County and its services, and directing them to the appropriate supports
11. Organize and plan for monthly team meetings to discuss caseload and provide an information exchange with volunteers of the In-Home Recreation Program
12. Ongoing communication and monthly meetings with the IHRC team and CEO
13. Provide regular feedback to families (virtually, email, face to face or over the phone)
14. Work closely with program staff for ongoing assessment of clients for In Home Recreation program
15. Conduct regular program evaluation by soliciting feedback from clients, volunteer and ASSC program staff
16. Always represent the ASSC in a professional manner and act in the best interests of the organization
17. Liaise with community partners in conjunction with the program, education, and fund development staff
18. As an employee of a non-profit organization, you are expected to participate in Society events and fund development activities as required
19. Other related duties as requested

SECTION V: JOB QUALIFICATIONS

Education & Formal Training

- Completed post-secondary education in Therapeutic Recreation and/or Recreation and Leisure Diploma

Experience

- At least 3 years experience working with persons with dementia and/or their families
- Recruitment and selection experience
- Experience building relationships with volunteers, staff and community partners
- Training and public speaking experience
- Experience working with the client reporting and volunteer database

Job Specific Competencies

- Knowledge of Alzheimer's disease and other dementias is required
- Knowledge of the Alzheimer Society of Simcoe County programs and services
- Familiarity with and commitment to a person-centred approach to service delivery
- Knowledge of local community resources and strategies for facilitating linkages
- Ability to effectively resolve conflict which may include the presence of aggressive verbal or physical behaviours

General Competencies

- Excellent interpersonal and customer service skills
- Strong written, verbal and listening skills
- Ability to lead and work as part of a team
- Ability to work independently
- Excellent organizational, planning and time management skills, including the ability to multi-task
- High degree of professionalism and integrity
- Ability to use discretion, judgment and tact in handling sensitive or confidential information or situations
- Competency with Microsoft Office suite and Connexion
- Competency with NesdaTrak and/or Alayacare

Professional Licensure/Affiliations/Memberships/Certificates

- R/TRO or Therapeutic Recreation Specialist desired
- Valid First Aid and CPR certification

Other Requirements

- A current, valid driver's license and use of a reliable vehicle with insurance
- A police records check for vulnerable persons

SECTION VI: WORKING CONDITIONS

- Office Setting / Remote work from home / Clients Home.
- General office duties, typing, filing, occasional lifting / carrying 25lbs, reaching, bending, walking, sitting, and standing. Freedom of movement throughout the day.
- Travel throughout the County of Simcoe.