

JOB POSTING

In-home Recreation Coordinator

(1-year Contract)

Internal Posting Date: Wednesday June 4, 2025

Internal Closing Date: Friday June 13, 2025

Position title: In-home Recreation Coordinator

Organization: Alzheimer Society Southwest Partners

Are you an enthusiastic, energetic and highly organized individual with a passion for working with diverse groups of people and older adults including those living with Alzheimer's disease and other dementias?

What We Offer:

- Paid sick time
- Birthday off paid
- Generous vacation time
- Flexible work models
- Paid personal days
- Positive workplace culture

About This Position:

Immediate Supervisor: Manager of Therapeutic Recreation

Direct Reports: None

Job Status: Full-Time, 1-year Contract, 35 hours per week

Location: Alzheimer Society Southwest Partners – **Oxford (Woodstock) Site**
575 Peel St. Woodstock, ON
(travel and support within Woodstock/Oxford County).

Status: Full-Time, permanent, 35 hours per week,
occasional evening and weekend work required.

Summary:

The In-home Recreation Coordinator will assess, plan, implement and evaluate individualized recreation opportunities for persons living with dementia (PLWD) in their home. There will be requirements of direct contact with clients to run programs within the home following safety procedures. Clients participating in the In-home Recreation program are typically in the early to mid-stages of dementia. The programs are designed to provide cognitive stimulation and social interaction for the person living with dementia. This time spent with the person living with dementia (virtually or in home) will offer respite to the care partners. The In-home Recreation

Alzheimer Society

S O U T H W E S T P A R T N E R S

Program aims to provide the opportunity to build a support network, get in touch with the community, and obtain further knowledge of Alzheimer Society resources.

Required Qualifications:

- Therapeutic Recreation Degree and/or Recreation and Leisure Diploma, or significant, relevant experience and/or a combination of both,
- R/TRO or CTRS Certified desirable,
- A minimum of two years of experience facilitating recreation one on one and/or group programs, comprised of diverse individuals with complex needs,
- Experience working with older adults, those living with Alzheimer's disease and other dementias preferred,
- Excellent observation skills and ability to assess behaviour changes over short (a few hours) and extended (over multiple weeks) periods of time,
- Demonstrated leadership skills through professional or volunteer activities,
- Experience working with volunteers an asset,
- Ability to work independently to develop recreation interventions for the program,
- Ability to work in a team environment as well as independently,
- Flexibility and adaptability in relation to program planning and delivery,
- Ability to use discretion, and judgment in handling sensitive or confidential information or situations,
- Valid First Aid and CPR certification required,
- Valid Vulnerable Sector Police Check screening required,
- Must have valid driver's license and access to reliable transportation to client's homes (London/Middlesex) and to the London/Middlesex – London office.

Duties and Responsibilities

- Receive referrals for the program and prioritize them appropriately due to the needs of the case,
- Plan, prepare and facilitate, individualized recreation plans for PLWD,
- Evaluate individualized plan and make modifications when necessary,
- Provide in-service training to volunteers to ensure education and skills are supported for a positive experience,
- Manage caseload of clients assigned,
- Maintain client records, ensuring documentation, assessments and client information are accurate and complete,
- Communicate with Manager of Therapeutic Recreation as well as interdisciplinary team to ensure goals of individual are being met,
- Complete mandatory training such as GPA training, CSS Dementia Education and additional training as required,
- Active engagement in team meetings,
- Communicate effectively and professionally with direct team and interdisciplinary team to support overall circle of care,
- Complete initial recreation assessments with PLWD and Care Partner as required.

The In-home Recreation Coordinator will plan and facilitate all aspects of the program including pre-program planning, program facilitation, shopping for supplies, preparing and printing materials

Alzheimer Society

S O U T H W E S T P A R T N E R S

before their individual session, and set-up/clean-up of their program. The In-home Recreation Coordinator will employ the tenets of therapeutic recreation to contribute to the establishment of a welcoming, inclusive, and enjoyable environment.

Evaluations and Other Responsibilities:

- As an employee of a non-profit organization, you are expected to participate in fund development activities as required,
- Quarterly performance management meetings and annual performance review with Manager of Therapeutic Recreation,
- A strong knowledge and understanding of clinical process,
- Work with program team to continually evaluate group programs by soliciting ongoing feedback from clients as well as asking participants to complete written questionnaires as appropriate,
- Always represent the Alzheimer's Society Southwest Partners in a professional manner, treating all associated individuals (colleagues, volunteers, internal and external clients and stakeholders) with respect and dignity,
- Always act in the best interest of the Society,
- As an employee of a non-profit organization, you are expected to participate in fund development activities as required,
- Other related duties as requested by Manager of Therapeutic Recreation, Director of Programs and Services and/or CEO.

Working Conditions:

Hybrid: office setting / some remote work from home. General office duties, typing, filing, occasional lifting / carrying 25lbs, reaching, bending, walking, sitting, and standing. Freedom of movement throughout the day. Travel within the London and Middlesex region is required.

About Us

Organization Overview:

The Alzheimer Society 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.

Our Vision:

No one impacted by dementia goes unsupported.

Our Mission:

We provide community and person-centered support and education to those impacted by dementia.

Our Values:

Collaboration, Excellence, Respect, Compassion and Belonging.

Website: www.alzswp.ca

Alzheimer Society

S O U T H W E S T P A R T N E R S

TO APPLY:

Interested applicants will submit a **complete application package including cover letter and resume in .pdf format to: HR@alzswp.ca** (with the job title listed in the subject line).

All applicants will be screened based on receiving a complete application package and according to the qualifications listed in the posting. We thank all applicants for their interest, only those selected for an interview will be contacted.

Commitment to Equitable Recruitment:

The Alzheimer Society Southwest Partners (AlzSWP) recognizes the value and dignity of each individual and ensures everyone has genuine, open, and unhindered access to employment opportunities, free from any barriers, systemic or otherwise. We are dedicated to building a diverse and inclusive work environment, where the rights of all individuals and groups are protected and all members feel safe, respected, empowered, and valued for their contributions.

Our values (collaboration, excellence, respect, compassion and belonging) and are the guideposts we use for decision-making of all kinds. We believe that this will guide the organization toward a place of inclusion for all - where equity and access to essential supports and services becomes the reality.

We are committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA. AlzSWP welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from First Nations, Inuit and Métis, Indigenous Peoples of North America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as 2SLBGTQAI+.