



JOB POSTING

Manager of Therapeutic Recreation

Posting Date: January 6, 2023

Closing Date: when filled

Organizational Overview:

The Alzheimer Society Southwest Partners 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:

A world without Alzheimer's disease and other dementias.

Our Mission:

To alleviate the personal and social consequences of Alzheimer's disease and other dementia's and to promote research.

Our Values:

Collaboration, Accountability, Respect and Excellence.

Position title: **Manager of Therapeutic Recreation**

Location: Within the region of Middlesex, Elgin and Oxford counties and remote from home. Travel throughout the region will be required

Status: Full-Time, 35 hours per week, 18-Month Contract
Occasional evening and weekend work required.

About you:

You are an enthusiastic, highly organized person with a passion for working with diverse groups of people, older adults, and those living with dementia or cognitive impairment. You have experience leading a team and have a solid background in Therapeutic Recreation. You are able to problem-solve through challenging situations and unexpected circumstances. You enjoy working with a multi-disciplinary team and can utilize your excellent interpersonal skills to build internal and external relationships.

Position Summary:

The Manager of Therapeutic Recreation (the Manager) will manage all of the therapeutic recreation programs of the organization including but not limited to, the In-Home Recreation Program, and the Social. This includes providing the human resource support, the budget, and

January 2023

statistical information required for therapeutic recreation, In-Home Recreation, and the Social program. The Manager will establish community partnerships to advance the mission of the society and advocate for the society's interests when appropriate.

Duties and Responsibilities

- Provide leadership to therapeutic recreation programs
- Responsible for the performance and development of the team
- Provide ongoing support and communication to the team
- Monitor ongoing metrics and take action where metrics fall outside agreed baselines
- Establish and maintain system partnerships
- Support advocacy for our clients and our cause
- Evaluate opportunities to establish new programs and expand existing programs where need has been identified
- Ensure that all recreation programs are organized and functioning appropriately
- Update recreation training programs as new education, research and knowledge is gained
- Work with the Manager of Communications and Fund Development on active and incoming grants related to the Therapeutic Recreation Department
- Maintain research partnerships to aid in advancement and expansion of the program
- Manage therapeutic recreation team:
 - Provide Training on Facilitation Techniques and AlzSWP responsibilities
 - Coordinate monthly schedules
 - Approve monthly hours, mileage, and expense costs
- Recruit and hire therapeutic recreation employees
- Be aware of new and innovative therapeutic recreational approaches and programs that may fit with AlzSWP mission, vision, values, and services
- Assist Manager of Volunteer Engagement with annual Volunteer events, trainings, education, and budgets

Evaluations and Other Responsibilities:

- Always represent the Alzheimer Society Southwest Partners in a professional manner, treating all internal and external clients with respect and dignity
- Always act in the best interests of the Society
- Maintain an organized and productive office environment
- Supervise program staff
- Take on other related job duties as requested by the Director of Programs and Services and the CEO
- Provide reports and updates for Director of Programs and Services, CEO, related staff, and Society Committee(s) and Board of Directors as required
- Attend monthly program meetings and follow up with clinical staff as required
- Work closely with clinical staff for ongoing assessment of clients for the Therapeutic Recreation programs
- Manage and supervise practicum / other students from post-secondary institutions; engage students in learning opportunities, create weekly schedules, track attendance and performance (versus established learning objectives)
- Attend meetings to represent Alzheimer Society Southwest Partners in community

Alzheimer Society

SOUTHWEST PARTNERS

- Liaise with community partners in conjunction with the program, education, and fund development staff
- Annual Performance review with Director of Programs and Services
- Monthly/Quarterly/Annually Performance indicator measurement (MSAA / ASSP statistics)
- Conduct in the performance evaluation of direct reporting staff

Required Qualifications:

- Completed post-secondary education in Therapeutic Recreation
- Education / training / experience in Human Resource Management an asset
- Recruitment and selection experience
- Experience building relationships with volunteers, staff, and community partners
- Knowledge of Alzheimer's disease and other dementias
- Strong verbal and written communication skills
- Training and public speaking experience
- At least 5 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 occurs outside of regular work hours
- Strong time management skills
- Valid driver's license and access to a vehicle
- Valid Vulnerable Sector Police Check screening required

Preferred Qualifications (if applicable)

- R/TRO or CTRS desired

Immediate Supervisor:

Director of Programs and Services

Indirect Supervisor:

CEO

Working Conditions:

Office Setting. General office duties, typing, filing, occasional lifting / carrying 25lbs, reaching, bending, walking, sitting, and standing. Freedom of movement throughout the day. Some travel required.

To Apply:

Interested applicants will submit a complete application package including cover letter and resume in .pdf format to: amanda.jahn@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 include **justice** and **connection** 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 LGBTQ2S+.

Infection Prevention and Control & COVID-19 Considerations:

This position will require consistent wearing of proper PPE and completing education in proper Public Health guidelines surrounding PPE and Covid-19 protocols.

The Society requires that you be fully vaccinated for COVID-19, subject to any accommodation obligations you may have under human rights legislation.