

## JOB POSTING

### **Therapeutic Recreation Facilitator / In-home Recreation Coordinator (TRF / IHR – Elgin)** (8-month contract position)

**Posting Date:** Tuesday November 25, 2025

**Closing Date:** When position is filled

**Position title:** Therapeutic Recreation Facilitator / In-home Recreation Coordinator  
(TRF / IHR – Elgin)

**Organization:** Alzheimer Society Southwest Partners

#### **About You:**

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? Are you looking for a position where you can utilize your skills and experience coordinating and facilitating therapeutic recreation programs in an environment that offers variety and job satisfaction?

#### **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, 8-month contract, 35 hours per week.

**Location:** Alzheimer Society Southwest Partners – **Elgin Sites**

*Group sessions run in Elgin weekly, in-home recreation sessions weekly within the Elgin region (some periodic travel to Middlesex and Oxford required).*

#### **Position Summary:**

Under the direction of the Manager of Therapeutic Recreation, the incumbent will work with persons living with Alzheimer's disease or other dementias, including mild cognitive Impairment

# Alzheimer Society

## SOUTHWEST PARTNERS

(MCI), or other memory complaints, providing Therapeutic programming, both in a group setting and one on one in home.

### **Therapeutic Recreation Facilitator (group programming):**

The Alzheimer Society Southwest Partners offers group-based recreation programs for clients living with dementia. Clients participating in recreation are typically in the early to mid-stages of the disease. These programs are designed to support client's overall wellbeing, using the domains of Therapeutic Recreation through a holistic lens. The Alzheimer Society Southwest Partners provides clients and care partners with the foundational knowledge, skills and awareness to support successful Therapeutic Recreation interventions both in programs and at home.

### **Duties and Responsibilities**

- Oversee the set-up and clean-up of the of the program;
  - during set-up: welcome participants collaboratively with volunteers, 'setting the tone' to demonstrate a safe, stigma free, inviting environment;
- Plan, prepare and implement engaging and appropriate recreation programming for participants, using a person-centered approach;
  - identifying and utilizing modifications where necessary;
  - identifying skills, or barriers for client's overall success;
  - using the leisure and well-being model to guide your practice;
- Completed mandatory education and training such as GPA training sessions and additional training as required;
- Maintain inventory of supplies, purchase new materials to ensure preparedness for program implementation;
- Maintain client records, ensuring documentation, assessments and client information are accurate and complete;
- Complete administrative tasks related to intake, ongoing attendance and discharge from Therapeutic Recreation programs;
- Provide in-service training to volunteers to ensure education and skills are supported for a positive experience;
- Active engagement and involvement in team meetings;
- Communicates effectively and professionally with direct team and interdisciplinary team to support an overall circle of care.

### **In-home Recreation Facilitator (one-on-one programming)**

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 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.

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### **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 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:**

- Quarterly performance management meetings 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 in groups as well as asking group participants to complete written questionnaires as appropriate;
- Always represent the Alzheimer 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 the Leadership Team.

### **Required Qualifications:**

- Therapeutic Recreation Degree and/or Recreation and Leisure Diploma, or significant, relevant experience and/or a combination of both,
- A minimum of two years of experience facilitating recreation one on one and/or group programs, comprised of diverse individuals with complex needs,

# Alzheimer Society

## SOUTHWEST PARTNERS

- 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 vehicle.

**Preferred Qualifications:**

- R/TRO or CTRS desired
- Dementiability

**Immediate Supervisor:**

Manager of Therapeutic Recreation

**Indirect Supervisor:**

Director of Programs and Services

**Working Conditions:**

Office Setting / 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 required.

**To Apply:**

Interested applicants will submit a complete application package including cover letter and resume in .pdf format to: [HR@alzswp.ca](mailto: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.

# AlzheimerSociety

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

Our values include **collaboration** and **respect** 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 2SLGBTQAI+.