



RECREATION ASSISTANT (Part-time)

The Villa Cathay Care Home Society is incorporated as a non-profit organization under the BC Society Act and a Canadian Registered Charitable Organization. Since 1978, we have provided culturally focused care to Chinese seniors in the Strathcona Chinatown neighborhood in Vancouver.

We are recruiting three **Part-time Recreation Assistant** for our residential care home who has experience in organizing and delivering **evening recreation programs from 5:00 pm to 9:00 pm**.

JOB SUMMARY

Under the direction of the Recreation Manager and guided by the mission, vision, and values of Villa Cathay Care Home Society, this position conducts and delivers various recreation programs in group or one-on-one to meet the physical, social, cultural, and spiritual needs of the residents. This position will carry out person-centered activation programs and will support residents as they learn new techniques adapted to encourage participation and maintain resident's abilities.

KEY DUTIES AND RESPONSIBILITIES

All the duties and responsibilities below are matched benchmarks for Recreation Assistant (matching Activity Worker II benchmark, grid 22), and Transportation Attendant III (grid 14) of the Facility Agreement

1. Carries out resident recreation programs such as arts and crafts, sports, music, gardening, exercises, and outings according to the established program guidelines protocols.
2. Offers a variety of programs to residents according to the functional ability, care needs, characteristics, and preferences. Observes and documents residents' preferences and responses, reports to and consults the Recreation manager for adjustment on the resident's person-centered recreation plan.
3. Reports relevant observations of residents' progress and behaviour by communicating concerns and/or changes of residents' condition to the supervisor and/or interdisciplinary team members. Follows interdisciplinary behavioural modification plan if applicable.

4. Sets up and organizes furnishings, appliances, and equipment for recreation programs. Coaches residents to learn or refresh on the techniques or skills, and encourages participation.
5. Invites and encourages residents of recreation programs schedule. Coordinates with members of the care team to support residents' participation of recreation programs of choice.
6. Reviews goals of residents on a regular basis and provides suggestions for change or modifications to existing programs as appropriate.
7. Takes attendance, oversees the process of programs, and provides inputs to the Recreation manager for further program development.
8. Organizes and carries outings during the summer months or for special occasion. Liaises with the care team to have residents well prepared to create a positive social experience to enhance residents' sense of health and wellbeing.
9. Transports up to 15 residents by driving the facility bus for recreation and social programs outside of the care home. Collaborates and coordinates with other team members and volunteers to safely embark and disembark residents. Operates the facility bus for community outings, ensures a pre-trip and post-trip inspection on the vehicle. Performs routine inspection and basic maintenance duties on the facility bus such as securing load, cleaning, checking belts, lights and tires and maintaining fluid levels. Reports repair as required.
10. Provides direction and orientation to volunteers for the recreation programs. Monitors and reports to the Recreation manager volunteers' effectiveness and goal alignment with the organization.
11. Maintains inventory of supplies and materials, and reports malfunctioned equipment and supply needs to appropriate staff.
12. Make eye appealing posters for recreation programs and special events to attract residents' attention and increase participation.
13. Performs other related duties as assign.

QUALIFICATIONS

Education, Training and Experience

- Diploma from a recognized recreation program or an equivalent combination of education and experience.
- Minimum 1 year of recent experience in delivering activity/recreation programs in a residential care setting.
- Foodsafe certificate
- Current Basic First Aid and CPR Certificate

Knowledge, Skills, Abilities and Attributes

- Understand the culture of the residents we serve at Villa Cathay
- Demonstrate the safe operation of a 15-passenger bus
- Encourage participation which maintains dignity and validates individual creativity and choice
- Physical ability to carry out the duties of the position
- Ability to teach
- Ability to effectively listen to residents and to understand their needs through verbal and non-verbal communication
- Ability to use basic function of Microsoft Office suite of tool and data entry
- Demonstrated interest and passion in working with seniors and to promote wellbeing in all aspects
- Ability to deal with others and resolve conflicts in an effective and collaborative manner.
- Ability to co-operate with members of a multi-disciplinary team.
- Physical and psychological ability to carry out the duties of the position.
- Ability to organize work and prioritize tasks according to the organizational goals.
- Ability to operate related equipment.
- Ability to communicate effectively both verbally and in writing.
- Ability to train others.
- Ability to speak and write Chinese an asset.

Start Date – November 1, 2023

How to Apply

To apply, or for any inquiries, please email us at: hr@villacathay.ca and put “Recreation Assistant – Part Time” in the email subject line.