



Community Enrichment Co-ordinator

Elderly Person's Housing – 161 Donwood Drive

Permanent | Full time (1.0 EFT) | Days

Under the direction of the Chaplain, the Community Enrichment Coordinator (CEC) provides therapeutic activities with and for the tenants promoting their physical, mental, social, emotional, and spiritual well-being – all based on Donwood Manor's mission statement, objectives and policies.

Qualifications:

- ❖ Related experience in geriatrics an asset;
- ❖ Minimum of Grade 12;
- ❖ Recreation Facilitator for Older Adults Certificate or equivalent training;
- ❖ Food Handlers Certificate;
- ❖ Demonstrated ability to communicate effectively on an oral and written basis;
- ❖ Physical and mental health to meet requirements of position;
- ❖ Ability to work with the elderly;
- ❖ Ability to plan and execute creative therapeutic activities for the elderly;
- ❖ Ability to work cooperatively and collaboratively in a team environment.
- ❖ Degree in theology preferred

Responsibilities:

Person-Centered Work Practices:

- ❖ Completes individualized interviews and intake assessments with all tenants annually;
- ❖ Plans group activities with and for tenants, being aware of the tenants' needs and physical status;
- ❖ Implements activities and encourages participation
- ❖ Keeps statistical records on program results; reporting to the Tenant Resource Coordinator
- ❖ Maintains confidentiality about the individual tenants;
- ❖ Organizes planned tenant outings and accompanies them, ensuring there are sufficient volunteers;
- ❖ Is responsible for enhancing the common areas with seasonal décor;
- ❖ Understands his/her responsibilities in continuous quality improvement;
- ❖ Participates in opportunities for in-service education and continuing education to maintain competence relevant to current practice;
- ❖ Attends meetings/in-services within the organization and community as appropriate;
- ❖ Purchases necessary supplies and equipment for the Department
- ❖ Reports any malfunctions or safety concerns in the use of equipment;
- ❖ Maintains responsibility for personal safety by using good body mechanics;
- ❖ Plans and distributes the monthly Activity Calendar to tenants;

As a condition of employment, a current Criminal Record Certificate, a Mantoux test and an Adult Abuse Registry is required within three weeks of hire date.

Submit resume to: Human Resources at Career@donwoodmanor.org

Closing date: 0900 on Wednesday, June 22, 2022

June 15, 2022