

Lakeview Care Centre Full-time Activation Manager

Responsibilities

- Plans, organizes, implements and directly provides appropriate resident centered activity and restorative choices.
- Is knowledgeable of the Resident Bill of Rights/Governing Principles and endeavours to promote it. Ensures resident satisfaction and continuous quality improvement initiatives are promoted.
- Promotes a positive team spirit within the department and the facility.
- Supports provincial Standards and Revera Inc. Policies.
- Provides all new residents with a thorough orientation to the Activation Department.
- Participates in team conferences to plan, develop and assess individual resident choices and care plans.
- Identifies and encourages opportunities for residents to share special skills or knowledge to others, both inside and outside the facility.
- Responsible for the selection and orientation, evaluation and supervision of activation and restoration hourly staff.
- Responsible for recruiting, screening, orientation, placement, development, supervision and recognition of volunteers and student volunteers.
- Works with the teams continuously and in preparation for Accreditation.
- Develops the department annual operating budget and capital budget and ensures operation within approved parameters. Finds financial and physical resources to support departmental services.
- Maintains appropriate department records including assessments, resident activity response and feed back detailing anticipated individual participation. Maintains awareness of Residents' ½ conditions and identifies changes.
- Maintains current awareness of all applicable accreditation material and ensures facility policies and procedures are consistent. Is responsible for putting all accumulated accreditation information together.
- By invitation, acts as a liaison between facility and residents at Residents' Council meetings, where appropriate.
- Participates actively in QIA/QE/RM program and supports such documentation.
- Facilitates media and public relations with a wide range of community contacts in support of Activation services.

Qualifications

- A community college recreation diploma or university degree in recreational therapy, kinesiology, gerontology, psychology, social work or physiotherapy or equivalent. Will have previous experience in working with seniors, particularly in a long term care setting (3-5 years). Knowledge of community resources, service development.
- Demonstrated leadership and organizational skills, creativity and high motivation are musts.
- Knowledge of Microsoft Office and associated applications.
- Acceptable qualifications for the position of Activation Manager include proof of successful completion of a certificate, diploma or degree from one of the approved programs identified below or evidence of enrolment and continued attendance at one of the approved programs.
- The Ministry of Health will be prepared to consider other equivalent qualifications under exceptional circumstances negotiable on an individual home basis. Any such request should be submitted by the home to the Regional Office of the Nursing Homes Branch.
- Proficiency in a second language is an asset.

Apply By: February 10, 2012 Please forward your resume in confidence to Wendy Goosen, Executive Director at Wendy.Goosen@reveraliving.com

*Thank you for your interest.
Only candidates selected for an interview will be contacted.
No phone calls, please.*