



Part-time Activity Coordinator, Woodland Manor 0.50FTE Part-time Indeterminate

Job Summary:

The incumbent is responsible for **organizing and implementing the recreation programs** that are designed to contribute to the **physical, emotional, intellectual, social and spiritual needs** of the residents, under the direction of the Manager of Continuing Care. This position exists to **enhance the quality of life** for the residents in accordance with the **goals and objectives**, policies and practices of HRHSSA.

Job Qualifications:

- Knowledge of **geriatrics** and the **aging** process
- Good **communication skills** to effectively interact with the residents' care team and community
- Ability to develop a network of **resources** within and outside the organization
- Ability to **motivate and guide** residents to participate in activities
- Sensitivity to **cultural diversity**
- Ability to work **independently** with minimal supervision & with the team
- Knowledge of **recreational activities appropriate** for the residents
- Be a **creative and innovative** thinker by providing a **variety of activities** to challenge residents
- Good **manual/mechanic & physical skills** are required to push residents' wheelchairs, set up activities
- Good **mathematical skills** are required for fund raising and purchasing personal articles for the residents, manage budget

This level of knowledge is generally acquired through a **grade 12 education and training in Recreational Leadership diploma program**. Two years' experience is desirable. **Must have a current class 4 drivers' license** with a good driving record, or able to obtain within a reasonable timeframe. Knowledge of Supportive Pathways is an asset.

Salary: \$31.99 to \$38.20 per hour (Range 7)
Status: 0.50FTE Part-time Indeterminate (*approx. 18 hours per week*)
File Reference: 067-21
Closing Date: Open until suitable candidate found

In addition to an attractive salary, we offer a Northern Allowance of \$2.60 per hour up to a maximum of \$5,282 per year. All job offers are subject to references, a satisfactory Criminal Records Check and an Employee Health Risk Assessment. Only those candidates selected for an interview will be contacted.

Interested applicants must submit a resume quoting file number to:

**Human Resources
Hay River Health & Social Services Authority
37911 Mackenzie Highway
Hay River, NT X0E 0R6
Fax: (867) 874-8345
hrhssa_competitions@gov.nt.ca**

*If you would like this information in another official language, contact us at (867) 874-8111
Si vous voulez ces informations dans une autre langue officielle, contactez-nous à (867) 874-8111*