

Position: Recreation Therapist Assistant

Reports To: Recreation Therapist Lead(s)

July 15, 2023

Description:

The Recreation Therapist Assistant reports directly to the Recreation Therapist Lead. The Recreation Therapist Assistant plays an active part in planning and administrative preparation for the YouQuest Service Day. These activities are established under the guidance of the Recreation Therapist and based on pre-determined events that are established during planning sessions. Then, the Recreation Therapist Assistant acts as support to the Recreation Therapist Lead during service days. Taking direction from the Recreation Therapist, the Assistant ensures that transitions and preparation for activities are effectively managed. In addition, the Assistant is prepared to intervene with participants or take the lead of the whole group should the Recreation Therapist request it.

Responsibilities:

Responsibilities are broken down according to planning and administration along with service day implementation. Activities may or may not be assigned to the Recreation Therapist Assistant. This is intended to be an example of the different types of activity this position may include. Additional responsibilities may be added as required:

Service Day Support

- Attend and support all activities for full-service days, or modified service days when required
- Attend coaching and orientation sessions as scheduled
- Assist with setting up venue prior to service day start time
- Participate with carrying out itinerary for the day ensuring transition times are seamless
- Ensures snacks, drinks and lunch selections are ready for the day
- Provide one-to-one intervention with participants to maximize their potential and to create opportunity for participants to be successful, satisfied and meaningfully engaged in their community
- Able to lead specific elements of the day based on experience, expertise and comfort levels (e.g. Fitness training/stretching)
- Prepared to provide leadership to participants, volunteers and YouQuest administrator during a service day in the event of an emergency or incident that requires the Recreation Therapist Lead to direct their attention elsewhere
- Is familiar with and prepared to implement emergency procedures and protocols as directed by Recreation Therapist
- Provide guidance and model to volunteers best practices when interacting with participants
- Provide input for student practicum experience and evaluations
- Support Recreation Lead(s) in communicating with Care Partners before and after service days regarding participant and service day needs. Share feedback and information with Recreation Therapist Lead(s)
- Document and share participant information using YouQuest tools

Planning and Administrative Support

- Collaborate with the YouQuest Contracting team to develop a high-level service day schedule
- Support planning and implementation of family events (e.g. picnic and family holiday party)
- Available to assist with researching, booking and organizing details for each service day and effectively communicate details with the team (transportation, venue, restaurant, meal choices, special guests, etc.)
- Help organize and file photos from service days on the shared drive
- Assist with set-up, transitions and other aspects of the day to ensure smooth transitions for the participants
- Participate in team meetings
- Assist with maintaining a current list of equipment inventory and ensuring equipment and materials in the storage room are labelled and well organized
- Collect and organize receipts to reconcile with credit card statements
- Actively and positively promote YouQuest to current and prospective stakeholders (participants, volunteers, donors, research groups, etc.)

Qualifications:

- Recreation Therapy Aide Certificate or equivalent
- Agree to and abide by the Alberta Therapeutic Recreation Association (ATRA) Code of Ethics
- 2+ years experience providing RTA support (can include practicum experience)
- Personal experience or educational training with dementia
- AFLCA (Alberta Fitness) or other fitness training considered an asset

Skills:

- Energetic, enthusiastic, and able to interact with people exhibiting varying stages of their dementia diagnosis.
- Previous experience with supporting engagement in group settings or one on one
- Comfortable with providing support to participants with activities of daily living throughout duration of service day.
- Able to read circumstances and situations with individuals and groups and provide appropriate response.
- Detailed, organized, and able to manage multiple tasks at the same time.
- Self-Starter, highly motivated, able to self-direct work while managing own time effectively.
- Evidence of following policies and procedures relevant to managing confidential and sensitive information
- Proficient with technology (Microsoft 365, Outlook, SharePoint, Shared Drives, Microsoft Office Suite, inputting information and pulling reports from database systems)

Working Conditions:

This position requires an individual who can adapt and flex with the daily circumstances. Conditions include but may not be limited to:



focusing on young onset dementia

- Personal office space (remote) with own hardware and software to complete the job (laptop/computer, MS Suite, access to internet, etc.)
- Ability to drive and has own vehicle
- Able to lift up to 25 lbs.
- Able to walk and be active for long periods of time (2+ hours)
- Can tolerate busy and noisy environments
- Available to work the occasional evenings and weekends
- Positions are primarily based at locations throughout Calgary. Group outings may include locations throughout the surrounding area.
- Currently looking to fill positions to cover half service days on Wednesdays from approximately 10:30am-3:30pm or on regular service days on Tuesdays and Thursdays from approximately 8:30am-3:30pm

To apply, please email a cover letter and resume in confidence to Kathryn Melrose at careers@youquest.ca. Please include the reference number YQ22-002 in the subject line. Resumes will be reviewed as they are received. This position will remain open until we find the best fit for our team. Only applicants selected for interview will be contacted. No phone calls, please.