

JOB POSTING DETAILS

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| Employer | Ministry of Children, Community and Social Services | Job Type | RI |
| Job Title | Recreation Officer | Duration | Contract |
| ES Job ID | 12611 | Location | Sault Ste. Marie |
| Date Posted | May 6, 2022 | Closing Date | May 20, 2022 |

Job Overview - Description & Duties

RECREATION OFFICER

Organization: Ministry of Children, Community and Social Services

Division: Donald Doucet Youth Centre

City: Sault Ste Marie

Job Term: 1 Temporary (up to 12 months, with possibility of extension)

Job Code: 50494 - Recreation Officer 2, Correctional Services

Salary: \$29.28 - \$36.29 Per Hour*

*Indicates the salary listed as per the OPSEU Collective Agreement.

Posting Status: Open

Job ID: 181701

Are you seeking an opportunity to make a difference in the lives of Young Persons and are adept at planning and leading recreational activities? If so, picture yourself as a Recreation Officer at the Donald Doucet Youth Centre where you will plan, organize, and implement a balanced program of physical, social, cultural and leisure activities for the facility.

What can I expect to do in this role?

- Plan, organize, coordinate and manage a balanced therapeutic recreation program of physical, social, cultural and leisure time to meet the individual needs, interests and abilities of the youth, including facilitating recreational events
- Ensure the safety, security and welfare of young persons and staff while they are participating in recreation programs
- Anticipate, de-escalate, and defuse potentially hostile situations
- Give directions in an appropriate manner and develop successful relationships with youth, staff and the community
- Contribute to a multi-discipline team in the case management process
- Coordinate and schedule recreational facilities and equipment
- Evaluate the progress and development of young persons
- Other duties, as assigned

Required Skills

Mandatory

- Current First Aid and Cardiopulmonary Resuscitation Heartsaver Certificates with AED (or ability to obtain upon hire) Specialized Knowledge and Experience
- You have experience planning, facilitating, and supervising a variety of recreational programs (i.e. physical, social, cultural, educational, etc.)
- You have training in kinesiology, physical education, or recreation leadership
- You have experience with program design, implementation, and evaluation in order to develop recreational programs specifically for youth in custody
- You have experience working with youth and understand adolescent development and behaviour

- You have basic understanding of the correctional system/environment in order to participate in dynamic security and relationship custody

Group Leadership and Communication Skills

- You can instruct participants and supervise recreational activities
- You are able to interact and connect with youth of diverse cultural, religious, and educational backgrounds
- You have demonstrated counselling, motivational, team-building, and coaching skills in order to encourage participation as well as address behavioural issues
- You have knowledge of verbal diffusing techniques
- You are able to liaise with staff, community groups, agencies, and volunteers

Analytical and Evaluation Skills

- You can participate in the design and implementation of recreation program content
- You have planning and organizational skills to coordinate resource and facility availability for programming
- You are able to acquire knowledge of and follow relevant legislation, regulations, organizational policies, and procedures

Other Requirements

In accordance with the Ontario Public Service (OPS), Employment Screening Checks Policy (ESCP), the top candidate(s) may be required to undergo a security screening check. Refer to the above to determine the screening checks that are required for this position.

Required security screening checks along with your written consent, will be sent to the Transition and Security Office (TSO), Talent Development Branch, Talent and Leadership Division to evaluate the results. If applicable, the TSO, with your written consent, will request and obtain any additional employment screening checks that were not obtained directly by you.

A record under the Criminal Code and/or other federal offence record(s) does not automatically mean you will be ineligible for the position. The employment screening check(s) will only be reviewed and evaluated by the TSO for the purpose of making a security clearance decision. The details of an individual's employment screening check(s) will be considered in specific relation to the duties and responsibilities of the position being filled. Employment screening check records will be maintained by the TSO and kept strictly confidential.

At this time, all employees working in congregate living settings are required to provide proof they are fully vaccinated, meaning they are fully vaccinated as defined by the Ministry of Health (refer to: COVID-19 Fully Vaccinated Status in Ontario), including 14 calendar days have passed since receiving their final dose of the COVID-19 vaccine.

Employees who do not provide proof of full vaccination will be deemed 'not vaccinated' under the Employer's policy and will be required to attend a vaccine education program, as determined by the Employer. Employees who are not vaccinated under the policy with a valid medical exemption will not be required to attend a vaccine education program. All employees working in congregate living settings must undergo regular rapid antigen testing, regardless of vaccination status.

How to Apply

How to apply:

- 1.You must apply online.
- 2.Your cover letter and resume combined should not exceed five (5) pages. For tips and tools on how to write a concise cover letter and resume, review the Writing a Cover Letter and Resume: Tips, Tools and Resources.
- 3.Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.
- 4.Read the job description to make sure you understand this job.
- 5.OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
- 6.If you require a disability related accommodation in order to participate in the recruitment process, please Contact Us to provide your contact information. Recruitment Services staff will contact you within 48 hours.

Please be advised that the results of this competition may be used to form an eligibility list of qualified candidates to potentially fill

future vacancies represented by the Ontario Public Service Employees Union (OPSEU). In accordance with the Collective Agreement, eligibility lists are shared with OPSEU representatives. By applying to this competition, you are providing consent that your name may be shared with OPSEU representatives.

All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions as applicable from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from being offered a position with the Ontario Public Service for a specific time period (e.g. one year), or from being offered a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment.

OPS Commitment to diversity, inclusion, accessibility, and anti- racism

We are committed to build a workforce that reflects the communities we serve and to promote a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

Visit the [OPS Anti-Racism Policy](#) and the [OPS Diversity and Inclusion Blueprint](#) pages to learn more about the OPS commitment to advance racial equity, accessibility, diversity, and inclusion in the public service.

We offer employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's Human Rights Code. Refer to the application instructions below if you require a disability-related accommodation.

Remember: The deadline to apply is Friday, May 20, 2022 11:59 pm EDT. Late applications will not be accepted.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

The Ontario Public Service is an inclusive employer.

Accommodation is available under the Ontario's Human Rights Code.