



## JOB POSTING DETAILS

<b>Employer</b>	Windsor Place Retirement Residence (Windsor Place Retirement Residence)	<b>Job Type</b>	JMP
<b>Job Title</b>	Lifestyle Manager	<b>Duration</b>	NA
<b>ES Job ID</b>	13738	<b>Location</b>	Sault Ste. Marie
<b>Date Posted</b>	January 6, 2023	<b>Closing Date</b>	January 20, 2023

### Job Overview - Description & Duties

Reports to: General Manager

The Lifestyles Manager is responsible for developing, implementing, and evaluating leisure programs and services meet the psychosocial, physical, intellectual and spiritual needs of all residents.

Responsibilities:

1. Develop, implement, and evaluate leisure programs and services to enrich the lives of our residents
2. Provide opportunities wherever possible to involve residents in the planning, provision and evaluation of leisure, educational and fundraising activities.
3. Assess individual resident needs and provide ongoing documentation of resident progress.
4. Coordinate the Volunteer program including recruitment, training, supervision and evaluation.
5. Coordinate the Pastoral Care program to meet individual resident needs.
6. Facilitate the activities of the Residents' Council where appropriate.
7. Promote the activity program and the residence through monthly activity calendars, newsletters, coverage of events by local newspapers, etc.
8. Manage departmental budget. Organize and participate in fundraising activities where appropriate i.e. to benefit the resident activity program.
9. Supervise Activity/Recreation staff and students including hiring, orientation and training, scheduling, ongoing education and development, discipline and conducting annual performance appraisals.
10. Participate as an active member of the interdisciplinary and management teams, regarding both resident care and residence operations.

### Required Skills

Qualifications:

1. A college diploma/university degree in recreation/activity is an asset.
2. Previous experience working with older adults, preferably in a retirement home or long-term care setting.
3. Previous employment in a health care/hospitality setting an asset.
4. Demonstrated understanding of/empathy for the needs of seniors.
5. Demonstrated leadership and organizational skills, creativity and high motivation.
6. Demonstrated ability to supervise and motivate others (staff, students, volunteers).
7. Familiarity with community resources an asset.
8. Familiarity with the Occupational Health and Safety Act.

- 9.Knowledge of Microsoft Word for Windows or other word processors or programs as needed an asset.
- 10.Valid driver's license, and in some cases, willingness to obtain special class license.
- 11.Demonstrated experience in managing a budget.
- 12.CPR and First Aid an asset
- 13.Be able to wear Personal Protective Equipment (PPE)
- 14.Provide proof of COVID vaccination

**Other Requirements**

NA

**How to Apply**

Apply be email to: gm@windsorplacereirement.com