



JOB POSTING DETAILS

Employer	Windsor Place Retirement Residence (Windsor Place Retirement Residence)	Job Type	JMP
Job Title	Lifestyles Coordinator	Duration	NA
ES Job ID	13739	Location	Sault Ste. Marie
Date Posted	January 6, 2023	Closing Date	January 20, 2023

Job Overview - Description & Duties

Reports to: Activity/Recreation Manager

Responsibilities:

- 1.Assists in the organization of internal and external programs that enrich the lives of each resident.
- 2.Assists to interview and assess residents' social history, physical ability and behaviours, spiritual lifestyle, important memories and losses, family dynamics and contacts, and language abilities.
- 3.Assists with the management of the volunteer program, including orientation, motivation, and development of the volunteers.
- 4.Assists with planning, and organizing a monthly activity schedule offering a variety of activities, crafts and events.
- 5.Assists with the execution through the volunteers and other resources, the monthly activities schedule.
- 6.Creates an enjoyable, relaxed and entertaining environment in the residence and assumes responsibility for the morale and well-being of residents.
- 7.Plan and organize individualized life enrichment programs for the residents.
- 8.Communicate with each and every resident on a regular basis.
- 9.Assists to plan, organize, write and publish a monthly newsletter containing a variety of articles and information for distribution to the residents and their families.
- 10.Participate in conferences and instructional courses.
- 11.Be aware and react to special needs including but not limited to:
 - .Tuck shop
 - .Arts and crafts
 - .Music events
 - .Fund raising
 - .Cocktail bar
 - .Regular parties
 - .Exercises
 - .Cooking
 - .Counselling
 - .Community events
 - .Educational functions
 - .Library services
 - .Therapeutic recreations

Job Description: General

- 1.Perform all other job duties as assigned
- 2.Refer and adhere to all policies and procedures as they are in effect.

Required Skills

Qualifications:

- 1.Secondary education or additional education in recreation or a degree/diploma in gerontology an asset.
- 2.Previous employment in a health care/hospitality setting an asset.
- 3.Demonstrated understanding of/empathy for the needs of seniors.
- 4.Be able to read, write and comfortably communicate in English.
- 5.Able to perform physical work.
- 6.Fun to be with, organized, sensitive, enthusiastic, patient, tactful and mature.
- 7.Must be able to establish and maintain good interpersonal relationships with staff, volunteers, residents, and families.
- 8.Experience in planning, organizing, and managing events is an asset.
- 9.Certification in CPR and First Aid an asset
- 10.Must be able to wear Personal Protective Equipment (PPE)
- 11.To protect our patients, we require current vulnerable sector check screening, a clear background check
- 12.Proof of COVID 19 vaccination

Other Requirements

NA

How to Apply

Apply be email to: gm@windsorplacereirement.com