



Ayre Manor
LODGE & COTTAGES

POLICY TITLE		
JOB DESCRIPTION		
PROGRAM WORKER		
POLICY NO.	SECTION	REVISION DATE
8.19.4	Human Resources	December 2011

POLICIES AND PROCEDURES

POSITION GUIDE: Program Worker

RESPONSIBLE TO: Director of Resident Care

QUALIFICATIONS

1. Completion of recognized two year recreational or leisure program.
2. Food Safe certificate.
3. Previous experience working with seniors in a related field.
4. Ability to work independently.
5. Ability to work well with others in a 'team' atmosphere.
6. Ability to communicate effectively both verbally and in writing.
7. Ability to deal effectively with others.
8. Physical ability to carry out the duties of the position.

DUTIES

1. Plan and implement recreational programs for seniors in a variety of settings using consultation with team members, facility staff and supervisor.
2. Schedule events/activities and produce monthly activity calendar.
3. Teach the techniques of related activities.
4. Monitor participant's attendance, evaluate progress and report unusual observations to supervisor.
5. Schedule work assignments for and provide direction to designated volunteers.
6. Maintain and transport equipment and supplies to and from work areas, and reporting and unsafe or faulty equipment to the designated supervisor.
7. Promote good public relations, communication and cooperation within and outside the facility.
8. Maintain and submits records as instructed by supervisor.
9. Is fully conversant with and must comply with Fire and Safety Regulations and all Ayre Manor policies.
10. Perform related duties as assigned.
11. Ensures that at all times the resident/client information is kept confidential.