



## **ST. PATRICK'S HOME OF OTTAWA - JOB POSTING**

### **Manager Recreation & Volunteer Services**

The Manager of Recreation & Volunteer Services oversees the delivery of the Recreation and Volunteer Programs at St. Patrick's Home ensuring the development and coordination of meaningful programs and services to meet the social, physical, intellectual, emotional, vocational and spiritual needs of all residents. Duties are performed in accordance with the Home's Mission, Vision, Values, established policies, procedures, and best practice, with a strong focus on person centred care.

#### **The successful candidate will be responsible for:**

- Managing Recreation staff and Volunteers and interpreting the philosophy, mission statement, goals, objectives and procedures governing the delivery of Recreation & Volunteer Services in a person centred model of care.
- Serving as a member of the Leadership Team and other committees as required.
- Developing policies and procedures in keeping with the Home's Mission, Vision, Values and best practices.
- Planning, organizing, directing and evaluating the operations of the Recreation & Volunteer Programs.
- Developing and maintaining a Quality Improvement program to ensure a high standard of care.
- Completion of the annual budget and participating in planning the department's future activities, and the responsibility for professional staff who are at the fully qualified working level.
- Working with external groups and educational organizations promoting our Volunteer Program.
- Participating in the Orientation and Mandatory Annual Education for staff and volunteers.
- All other duties as assigned.

#### **EDUCATION OR EQUIVALENT KNOWLEDGE**

- A post-secondary diploma or degree in Recreation and Leisure studies from a recognized College or University as well as a minimum of 1-year experience in a health care setting.
- Volunteer Management Certificate preferred or a minimum of 1-year experience coordinating volunteer services for older adults in a health care setting

#### **QUALIFICATIONS**

- Strong leadership skills
- Excellent interpersonal and communication skills, both written and oral;
- Experience working with Word, PowerPoint, Excel, Point Click Care, Activity Pro, ADP and Volgistics would be considered an asset.
- Ability to understand human behaviour and establish good human relations

Interested applicants can apply via email to: [HR@stpats.ca](mailto:HR@stpats.ca) no later than April 5, 2021.