



TITLE: Recreation Coordinator (PAC)
LEVEL: Staff
STATUS: Non-Exempt
SCHEDULE: Full-Time/Part-Time includes Evenings and Weekends
LOCATION: Parker at Somerset
REPORTS TO: Recreation Manager
CAREER LADDER: Recreation Manager/Supervisor

Parker is a pioneer in the field of long-term care and aging services. We are among the first to embrace person-directed care, small home models, and changing the conversation around aging in America. Parker is a not-for-profit organization with a mission "to discover ways to make aging manageable, relatable, and enriching for all of society" and a vision to "make aging part of life." With our tremendous growth, we are seeking a **Recreation Coordinator** for our home in Somerset, New Jersey.

The Recreation Coordinator develops and implements the activity program in compliance with state, federal and local requirements as well as established policies and procedures as directed by the Administration; to ensure activities meet the client needs in accordance with the comprehensive plan of care. These activities include physical, social, mental and spiritual nature tailored to the individual abilities, needs, and desires of the clients in order to enable them to enjoy the highest quality of life.

JOB SPECIFIC COMPETENCIES:

- Provide person-centered care by focusing on the client as the locus (position) of control and support the client in making their own choices and having control over their daily lives
- Organize work effectively, adjusts well to changes in work schedule, workflow and priorities
- Understands and anticipates challenges and remains calm under stress
- Can see what needs to be done, take action and complete the task
- Can effectively handle several problems or tasks at once
- Interacts positively with all care partners
- Manages time well and works as a productive member of the team

ESSENTIAL JOB FUNCTIONS:

The following statements reflect the general responsibilities and standards associated with the performance of this job. This description is not intended and shall not be interpreted as a comprehensive list of all tasks, duties, responsibilities, and skills required.

- Adhere to Code of Conduct.
- Set-up, implement and conduct large, small group and 1:1 recreation program, including trips, according to an activities schedule, in support of individual care/treatment plans.
- Motivate and encourage client's participation in programs and activities located throughout the community including all amenities.
- Encourage and provide assistance to maintain individualized leisure interest/needs by developing new skills and provide supplies, as needed.
- Instruct client in activities and techniques, such as, sports, dance, music, art or relaxation, designed to meet their specific physical or psychological needs.
- Assist in the creation of the activity schedule/calendar guided by individualized care/treatment plans, inclusive of co-treatment, recreation domains and leisure pursuits.
- Complete initial assessments and ongoing clinical documentation in accordance with home's policies and state and federal regulations.
- Update the client's care plan including the activity interests, needs and concerns, as needed.
- Participate in treatment programs and activities to facilitate clients' rehabilitation and help them integrate community.
- Observe, analyze and record clients' participation, reactions and progress during treatment sessions, modifying programs as needed.
- Maintain and complete recreation attendance and participation log for clients.
- Attend and be an active participant in IDCP meetings (i.e. development of treatment plans, status update, etc.) as needed.
- Attend and actively participate at operational, departmental and organizational meetings as needed.
- Work consistently and cooperatively with clients, client representatives, staff, physicians and all other service providers.
- Actively participate on organizational-wide committees and action teams, as needed.
- Assist and support any home-related functions.
- Drive the company vehicle for out of home trips.
- Assist in supervising assigned volunteers.
- Maintain communication with Recreation Manager (written and verbal) and with other departments as frequently as needed.
- Assist in the maintenance of supply inventory, including purchasing, maintaining a neat and clean storage area and recreation supplies.
- Report for work in neat, clean attire and consistently present an appropriate professional appearance.
- Report for work as scheduled and consistently demonstrate dependability and punctuality.
- Provide mealtime assistance for the clients, which includes assistance to and from dining locations and feeding clients, as needed.
- Perform other duties as directed by manager.

EDUCATION/TRAINING/EXPERIENCE:

- B.A. or B.S. in Therapeutic Recreation, Creative Arts Therapy or in related field required;
- ADC or CTRS preferred;
- Minimum 1-year experience in Post-Acute Care related to programming, MDS, documentation and care planning preferred;
- Minimum 1-experience in long term care and/or dementia care preferred;
- Current driver's license in good standing required;
- Commercial Driver's License (CDL) with Passenger Endorsement required within nine months of employment.

This opportunity offers the following:

- Competitive Compensation
- Annual Bonus
- Generous Paid Time Off
- Pension Plan
- 403(b) plan
- Excellent Medical, Dental, Vision and Prescription Drug Plans
- Health Savings Account
- Company Paid Life & AD&D Insurance & Long Term Disability Insurance
- Tuition Reimbursement
- Onsite Wellness Center & Wellness Plan Reimbursement
- Onsite Child Care Center

Qualified candidates, please forward resume with salary requirements:

Email: resumes@parkerlife.org

<https://www.parkerlife.org/>