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# WE ARE HIRING!

## Recreation Therapy Assistant

**Job Posting:** REC.21.06

**Hours of Work:** 37.5 flex hours weekly in AHS homes (75 hours biweekly)

**Job Description:**

As the Recreation Therapy Assistant you would be working under the indirect supervision of a Recreation Therapist to provide meaning therapeutic programs within group homes within the city. The RTA is responsible for developing and the implementation of social, cognitive, emotional and physical programs based on the needs of the clients.

**Responsibilities include but are not limited to:**

- Under the supervision of a Recreation Therapist, creating a calendar to implement programs
- Completing Leisure Interest Survey to have a comprehensive understanding of clients interests and developing programs based on those interests
- Responsible for the safety and well-being of residents
- Shopping for Supplies and budgeting
- Assisting with set up and implementation of large events
- Charting resident's participation in programs and attendance
- Completing monthly STATS
- Helping residents with various issues/concerns that may arise and follow up with Recreation Therapist
- Planning and implementing therapeutic outings based goals of clients
- Attending meetings and mandatory educational training
- Follow policies and procedure outlined by the Excel Society
- Communicate with Group Home coordinators and Recreation Therapist to plan outings/events/programs
- Assist Recreation Therapist with write-ups on participation for Case Conference Meetings
- Being up to date with programs and events provided in the city

**Requirements:**

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- High School Diploma
  - At least 3 years' experience working within the Human Service Field
  - Diploma or certificate in recreation/leisure studies or related health field would be desirable
  - Valid Drivers Licence
  - Clear Criminal Record Check is required
  - First Aid and CPR certification is required
  - Understanding and Experience working with Mental Health is an asset
  - Computer skills required
  - Physical ability to carry out duties of the position
  - Clear, Strong communication skills.
  - Able to work independently and in a team setting
  - Willingness to provide proper insurance coverage for transporting clients in the Group Homes
  - Highly flexible with solid interpersonal skills that allow one to work effectively in a diverse working environment
  - Ability to maintain a professional attitude at all times and communicate in a respectful and sympathetic manner.
  - Ability to set clear boundaries and deal with complex client's needs

**Commencement Date:** ASAP

**Closing date of competition:** Until filled

**How to apply:** Send a cover letter and resume to HR at [careers@excelsociety.org](mailto:careers@excelsociety.org)

**Salary/Wage:** Based on education and experience

Only applicants being considered for the before mentioned vacancies will be contacted.

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## **About Excel Society:**

The Excel Society cares about people, and we want people who come to the Excel Society to feel accepted, valued, cared for and connected to a meaningful community of support. We house, support, and enrich the lives of people with disabilities and complex mental health needs because it is the right thing to do, and we have what it takes to safely provide exceptional care.

## **Our vision:**

Excel Society is at the forefront of everyday excellence and innovation in Community Living and Supportive Services.

## **Our mission:**

Excel Society is committed to providing exceptional care through meaningful engagement and adherence to the highest standards of quality, safety, and service excellence.

## **Our values:**

*People* - We care about the people we serve, our teams and their families, and the broader community.

*Integrity* - We do what is right.

*Excellence* - We safely achieve superior results.

*Creativity* - We nurture personal expression, innovation, and resourcefulness.

*Collaboration* - We work together.

## **Conflict of interest:**

Please be advised that the Conflict of Interest Policy prohibits employees from hiring, supervising or reporting to, directly or indirectly via the reporting hierarchy, their immediate family or close personal relations. Should you feel that you may be in an actual or potential Conflict of Interest in regard to this job opportunity, you must communicate with the designated Human Resources representative.

## **Important message:**

Your application must clearly demonstrate how you meet the requirements as Excel Society cannot make assumptions about your education and experience. While we truly appreciate your interest in developing your career with the Excel Society, only those selected for further consideration will be contacted.