



COMPETITION # TBG 19 01

FACILITY: Big Knife Villa DEPARTMENT: Client Services
TITLE: Activities Coordinator STATUS: **R** FTE 0.8

POSITION SUMMARY:

Reporting to the Lodge Manager / Supportive Living Manager and receiving guidance from the Recreation Therapist, the Activities Coordinator is responsible to enhance the quality of life of lodge / supportive living residents through personal interaction and group activities planned to meet social, physical, intellectual and spiritual needs.

QUALIFICATIONS:

- Certification from a recognized recreation program for seniors or relevant job experience may be considered
- Computer skills essential
- Valid Driver's Licence – class 4 is required
- Basic First Aid

REQUIREMENTS:

- Computer skills required, including ability to: open, read and send emails.
- Ability to access and utilize network information (internet and/or intranet) to access resource material and communication.

SHIFT INFORMATION

Mandatory LAPP membership for permanent Part-time and Full-time employees that work a 0.7 FTE or greater (see policy FS 03-04)

Hours per shift: 6 hours

Shifts per Cycle: Monday to Friday

Current shift pattern: Days

Position Commencement Date: ASAP

Pay Range: Non-Certified Collective Agreement - \$17.22 to \$19.41

CONTACT: Human Resource - The Bethany Group
4612 - 53 Street, Camrose AB T4V 1Y6
Fax: 780-679-2001 Email: hr@bethanygrp.ca

DATE POSTED: 04 January 2019

CLOSING DATE: 11 January 2019

To apply for this position, please go to

http://TheBethanyGroup.formstack.com/forms/tbg_19_01_activities_coordinator_big_knife_villa

In compliance with The Protection for Persons in Care Act, successful candidates must provide a valid Criminal Record Check (current within 90 days) before employment can be confirmed.

We sincerely thank all candidates for their application; however only those selected for interview will be contacted.