



THE CORPORATION OF THE COUNTY OF WELLINGTON

Wellington Terrace Long Term Care Home
Life Enrichment Division
Requires a
Life Enrichment Manager

The Life Enrichment Manager will represent Wellington Terrace at all times by ensuring adherence to the Code of Conduct and demonstrating the County of Wellington's commitment to a healthy and safe workplace where every person is respected. The Life Enrichment Manager will work collaboratively with the Management Team to implement the Mission, Vision, and Values in the course of their work and it will be evident in the strategic and department plans. Reporting to the Administrator, the Life Enrichment Manager is responsible for the leadership, management and delivery of quality Therapeutic Recreation and Leisure Services, Social Services, Volunteer Services, and Restorative Care. Directed by the Long-Term Care Act and regulations of the Ministry of Health and Long-Term Care (MOHLTC), the Life Enrichment Manager ensures continuous quality improvement and best practice while maintaining effective use of resources (physical, financial, and human).

The minimum qualifications for this position include:

- Four year University degree in Therapeutic Recreation or a related discipline.
- Minimum five years of experience or equivalent in management and supervision of Life Enrichment programmes, preferably in long term care.
- Member in good standing of a recognized professional association. Eligibility for full membership in Therapeutic Recreation Ontario (TRO) or Canadian Therapeutic Recreation Association (CTRA).
- Police Vulnerable Sector Check required upon hire.
- Certified Municipal Management designation through Ontario Municipal Management Institute preferred.
- A valid driver's licence (minimum G2 Class) and a satisfactory driver's abstract.
- Knowledge and understanding of Ontario's Occupational Health and Safety Act.

This position offers a comprehensive benefit package and a salary range of: \$88,506.60 to \$103,503.40 (2021 Non-Union Compensation Grid) based on a 35 hour work week.

Applicants are invited to submit a cover letter and resume, **clearly marked Posting #113-21 by Friday, August 6 at 4:00 pm.**

ATTENTION: HR DEPARTMENT, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: careers@wellington.ca or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





COUNTY OF WELLINGTON

POSITION DESCRIPTION

Title: Life Enrichment Manager	Reports to: Home for the Aged Administrator
Department: Wellington Terrace	Positions Supervised: 9-12
Effective:	Revised: June 2021

BASIC FUNCTION:

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PRINCIPAL RESPONSIBILITIES:

- Ensures the [fundamental principle](#) of the Long-Term Care Homes Act is applied in the operation of the home.
- Participates as a member of the management team of Wellington Terrace.
- Participates on networks, advisory boards, and liaisons with professional associations associated with the various disciplines of the Life Enrichment department and Long-Term Care Homes.
- Manages departmental budget in a cost effective manner.
- Establishes and directs annual quality initiatives, service goals, and objectives for the Life Enrichment department.
- Establishes, maintains, and communicates written policies and procedures for the department.
- In conjunction with Human Resources, recruits and selects qualified staff.
- Develops and revises position descriptions for each classification of staff in Life Enrichment.

- Ensures that staff are provided with updated, specific, and equitable work assignments and that staff training and orientation occurs.
- Coordinates scheduling and completes Human Resources and Payroll information related to attendance, performance evaluation, promotions, and changes in status. Ensures the scheduled hours are input, checked and approved for forwarding to Payroll.
- Ensures staff attendance at mandatory in-service sessions and encourages professional development through in-service and educational opportunities.
- Coaches and mentors the Life Enrichment Team.
- Complies with and enforces risk management and occupational health and safety policies and procedures.
- Manages the contract with physiotherapy services for Wellington Terrace residents.
- Responds to emergency fan-out when initiated.
- Ensuring a Healthy and Safe Workplace for employees, which includes but is not limited to:
 - Demonstrating knowledge and understanding of Ontario's Occupational Health and Safety Act.
 - Ensuring work is completed in compliance with all applicable health and safety legislation and established policies and procedures.
 - Ensuring both a physically and psychologically healthy workplace by actively working to prevent harm to employees' health and safety and promoting employee wellness.
- Participates in manager on call programme.

Programme Delivery:

- Ensures resident centred care is provided by utilizing clinically appropriate assessment tools, developing resident goals, implementing a care plan and evaluating the effectiveness.
- Conducts regular department meetings
- Schedules room and vehicle use in conjunction with interdisciplinary team members, providing priority to residents.
- Promotes services and benefits of the Life Enrichment programme through local media support, brochures, pamphlets, and regular communication with families.
- Encourages programming with residents and members of the community.

CONTACTS:

Internal: County of Wellington employees and management, Wellington Terrace residents, families, and volunteers.

External: Visitors, service providers, vendors, banks, postal services, and various community groups and government benefit agencies as required.

MINIMUM QUALIFICATIONS:

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- Knowledge and understanding of Ontario's Occupational Health and Safety Act.

SKILLS AND COMPETENCIES:

- Ability to work and care for the elderly and those with compromised physical, mental and social capabilities.
- Knowledge of long-term care legislation, standards, and regulations.
- Experience with continuous quality improvement programmes.
- Ability to be flexible, adaptable, and creative.
- Ability to seek challenges and work collaboratively with others.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills.
- Sound leadership and managerial skills to promote and facilitate team building.
- Proficiency in Microsoft Office (Word, Excel and Power Point).

OTHER:

Location: Wellington Terrace, Fergus, Ontario.