



SERTOMA CENTER, INC.

RECREATION AND WELLNESS SPECIALIST

JOB SUMMARY:

Provides wellness guidance and goals for Persons Supported (PS), provides numerous recreational experiences on a regular basis as well as adapted recreation experiences. Tracks the wellness and recreation progress of PS. Will work a flex schedule, when necessary, to accommodate evening and weekend events. Maintains all equipment and materials needed for programs. Provides pertinent input on activities and programs for PS during meetings.

RELATIONSHIPS:

REPORTS TO: Director of Day Services

SUPERVISES: Direct Care Staff during recreation and wellness events for the PS., Therapeutic Recreation Interns as needed

WORKS WITH:

Recreation and Wellness Specialist, Community Coordinator, Director of Employment, Case Managers, Medical Staff, Residential Staff, Residential Coordinators, Director of Residential, Community Specialists, etc.

EXTERNAL RELATIONSHIPS:

Families/guardians/conservators, other Provider Agencies, DIDD, and other external stake holders.

QUALIFICATIONS:

EDUCATION:

Bachelor's degree in Recreation Therapy preferred; along with at least 1 years work experience in related field.

WORK EXPERIENCE:

Certification of Recreation Therapy preferred. At least 1 year experience working with persons with a disability preferred, and 1 year recreational therapy experience preferred.

LICENSE OR REGISTRATION REQUIRMENTS:

Valid Tennessee driver's license and a good driving record.

PHYSICAL REQUIRMENTS:

Sight, hearing, may require some heavy lifting moderate to heavy lifting as need to assist PS)

RESPONSIBILITIES:

1. Will thoroughly learn and enforce all Sertoma Center Inc. Personnel Policies and Procedures in an unbiased and professional manner.
2. Will assure that activities are individually focused, and person centered as needed.
3. Will work a flex schedule as needed based on special functions, events and activities as called for in your department. Schedule must be approved by DDS or SDDS in advance for OT hours.
4. Will communicate scheduling issues with DDS or SDDS.
5. Will provide opportunities for PS to improve wellness and increase participation in activities. Adapt activities as needed for participation and inclusion.
6. Will coordinate, facilitate, document and participate in all meetings pertaining to your department and its involvements.
7. Maintain working relationships with outside parties that may provide opportunities for community activities, volunteering or possible employment.
8. Evaluate the functional potential of PS and create goals and objectives for each activity provided.
9. Track the progress of PS involved in your programs through daily notes and outcomes as needed.
10. Responsible for completing and monitoring all paperwork for all your programs, both facility and community based.
11. Will coordinate and assist in the communication between residential staff and day staff regarding PS and the programs each is involved in.
12. Will train all direct support staff in wellness and recreation activities so they can assist you with the PS in the activities when needed.
13. Coordinate in and out of state trips/activities for PS and coordinate trips with appropriate departments. Advance approval is needed from SDDS prior to booking out of town trips.
14. Will conduct unannounced site visits and attend specific PS meetings as needed.
15. Contribute to facility efforts to maintain and improve quality of care through participation in care meetings, department meetings and trainings.
16. Complies with state requirements and guidelines in all aspects of job.
17. Maintain up to date trainings on all PS in the facility for emergent purposes. As well as trainings on all residential PS prior to working individually with them.

GENERAL EXPECTATIONS OF PERFORMANCE:

In order for the center to have continued success, and for the individuals served by Sertoma Center to have a consistent increase in the quality of their lives there are areas of performance that all staff will adhere to at all times:

1. You will recognize that your efforts are part of a team function of which all Sertoma Center staff are members. This will be accomplished through showing constant respect

of co-workers and PS, recognition of the diversity that is present in the workplace and participating in an unbiased disposition of Center business.

2. You will contribute to the mission and principles of the center by continually being dedicated to serving individuals with disabilities. This will be achieved by remaining alert to new concepts with could improve or enhance either your job individually, the individuals served or the collective functions of the agency.
3. Utilize your personal effort of using sound fiscal principles by means of managing overtime expenses and maintaining records of inventory.
4. You will adhere to an acceptable level of professionalism to ensure the maintenance of confidentiality and discretion necessary in the maintenance of Person Supported and staff personnel records.
5. You will observe all center routine with regard to work schedules, presence during working hours which conforms to those of the center, designated periods or break time.
6. You will strive to perform all work assignments and activities in an acceptable manner so as to require minimal supervision.
7. You will perform any other duties as assigned by SDDS or DDS.
8. You must establish and maintain good working relationships with coworkers and PS.
9. Your regular attendance is a job requirement; more than 1 unplanned absence in a 2-month period is considered excessive. All requests or leave time should be put into TIMAS at least 2 weeks in advance.

REVISED: January 2020

APPLY NOW