



TOWN OF MANCHESTER



POSITION AVAILABLE

THERAPEUTIC RECREATION SPECIALIST

Vacancy in the Senior Center

Part-time, 19.5 hours/week – \$19.00/hour

Weekly Schedule: Monday, Tuesday, & Thursday 9:00 a.m. – 1:00 p.m.

Flexible hours available Wednesday and Friday

CLOSING DATE: Monday, July 15, 2024

(Applications must be received in the Human Resources Department by 4:30 p.m.)

SUMMARY OF POSITION: Under supervision, plans, organizes, and implements a therapeutic recreation program for frail elderly including a group program in a community setting and an in-home program. Plans calendar for the Senior Circle frail recreation group including the following types of activities: exercise, discussion and socialization, adaptive games, art and crafts, creative movement, and trips. Organizes and leads activities at the Senior Circle group in collaboration with Senior Center Off-site Program Assistant. Collaborates with Senior Center Off-site Program Assistant in planning, scheduling, and implementing activities and obtaining food and supplies. Plans activities for in-home recreation component. Accepts referrals for in-home recreation and makes home visits for initial assessment and monthly recreation programs. Recruits and trains volunteer to assist with in-home recreation. Assists in program development via recruitment of new participants, publicity, and contacts with clients, families, professionals, and other referral sources. Maintains program records as required.

EDUCATION & EXPERIENCE: Associate degree or certificate in therapeutic recreation or Associate Degree in gerontology, human services, psychology, recreation or related field with courses in therapeutic recreation. Experience in therapeutic recreation, preferably with the elderly.

Applications are available on our website at <https://www.manchesterct.gov/Employment-Opportunities>. Applications must be received in the Human Resources Department by 4:30 p.m. on Monday, July 15, 2024, or must be postmarked by Monday, July 15, 2024. **No faxed or e-mailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate based on race, color, creed, age, sex, national origin, physical disability, or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans, and people with disabilities.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.

Town of Manchester
List of Duties
Therapeutic Recreation Specialist
\$19.00/per hour
19.5 hours/week/part time/day hours (no benefits)

DUTIES:

Reports to Senior Center Director. Duties include:

- Plans calendar for the Senior Circle group including the following types of activities: exercise, discussion and socialization, adaptive games, art and crafts, creative movement, and trips.
- Organizes and leads activities at the Senior Circle group in collaboration with the Senior Center Social Worker and the Health Department Geriatric Clinic Nurse.
- Collaborates with Senior Center staff in planning, scheduling, and implementing activities for group activities at the Senior Center
- Obtains all food and supplies for Therapeutic Recreation Programs.
- Plans activities for in-home recreation component. Makes home visits for initial assessment and weekly or bi-weekly recreation programs.
- Assists in program development via recruitment of new participants, publicity, and contacts with clients, families, professionals, and other referral sources.
- Assists in the collection of participant contributions.
- Maintains program records as required.

KNOWLEDGE AND SKILLS:

- Demonstrated ability to work effectively with frail, memory impaired and physically disabled older adults.
- One year's experience in planning, developing, and implementing therapeutic recreation programs.
- Ability to develop and maintain effective working relationships with co-workers, other professionals, participants, and family members.

EDUCATION AND EXPERIENCE:

- Associate degree or certificate in therapeutic recreation or Associate degree in gerontology, human services, psychology, recreation or related field with courses or experience in therapeutic recreation.

THIS SHEET IS PREPARED TO PROVIDE INFORMATION AND GUIDANCE. THE TOWN RESERVES THE RIGHT TO CHANGE, ADD TO, OR DELETE ANY DUTIES. THIS SUMMARY SHEET DOES NOT CONSTITUTE A CONTRACT OF EMPLOYMENT. EMPLOYMENT WITH THE TOWN IS ON AN AT WILL BASIS. THE TOWN MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME AND FOR ANY REASON.