



JOB DESCRIPTION

Created: 2017

Approved: J. Richard Schwartz, E.D.

Grade: 13

FLSA: Non-Exempt

Job Title: Recreation Worker

Department: Recreation Department

Reports To: Recreation Coordinator

Position Summary, Purpose and Distinguishing Features:

Recreational worker is primary responsible for the completion of a summary report for event and trips applicable each month detailing the integrated nature of said activities. Implements the level of support according to the individual's needs, safety of the passenger and vehicles following policy and procedures of the agency. Attends activities/events and trips scheduled and on time.

Principle Responsibilities:

1. Responsible for the safety of the people that we support in accordance with agency policy and length of the trip/event.
2. Ensures the highest level of quality support and maintains appropriate communication with recreation coordinator keeping alert of any concerns or incidents that may need to be addressed before, during or after an event.
3. Maintain awareness of individual needs, preferences and choices to be considered at all times. Ensures all activities are fully integrated.
4. Obtains and maintains certifications as required for working in the program which includes, but is not limited to: AMAP, Driving (possibly to include 19-A), CPR/First aid and SCIP-R.
5. Responsible for the completion of a summary report for events/trips as applicable.
6. Use computers to input notes/reports, research trips/events, and print items for upcoming events/trips, etc.
7. Provision of transportation services related to certain activities and trips

8. Other related duties as required.

Working Relationships:

Maintains working relationships with all program directors, residential weekend/relief supervisor, transportation, purchasing coordinator, maintenance manager, representative of federal, state and local agencies including OPWDD, DDSO, DSS, OCDMH, etc, and board members.

Qualifications:

1. High school diploma or GED.
2. Valid Driver License in accordance with agency requirements.
3. Ability to anticipate needs of the people that we support, and to respond quickly and skillfully in emergencies.
4. Ability to use a computer to process required reports/information.
5. Time management skills to complete task.

Environmental Conditions:

1. May work with household cleaning solutions if required as part of Hab Plan goals.
2. Must be able to work in an environment that includes, but is not limited to noise, cold heat and odors approximately 50%.
3. External Conditions: Must be able to work in a position requiring exposure to weather conditions approximately 50%.

Physical Demands:

1. Physically able to bend/stoop, squat, push/pull, reach above and below shoulder level frequently—at least 5 times/hour.
2. Ability to physical intervene using Agency-endorsed behavior interventions such as SCIP.
3. Must have adequate vision and hearing ability, with or without correction, to be constantly aware of, detect, and able to respond to each individual's needs when not in immediate vicinity.
4. Exposed to bites, kicks, punches, spitting and other physical behaviors.
5. Fingering/Grasping/Feeling: Must be able to write, type, and use office and/or other equipment and handle materials.
6. Responsibilities occasionally may require an adjusted work schedule including overtime.

Americans with Disabilities Act: Reasonable accommodations will be made in compliance with the Americans with Disabilities Act of 1990, and ADA of 2008.

Occupational Safety and Health Act: Exposed to human body fluids, and airborne agents; household chemicals; outdoor weather conditions. May be exposed to contagious diseases including but not limited to HIV and Hepatitis B.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

EEO

I acknowledge that I have received a copy of the job description for the position I am being offered as Recreation Worker. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that I should review the job description with my supervisor.

I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or Program without it being specifically included in the job description. I understand that the job description is to be used as a guide and that I will be responsible for performing other duties as assigned.

I further understand that this job description does not constitute an employment contract with The Arc of Orange County.

Employee Name (Please Print)

Employee Signature

Date