



# Sioux Valley Dakota Nation

## Employment Opportunity

### Dakota Oyate Lodge

## Recreation Assistant – Part-time

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**Position Summary:** The Recreation Assistant completes and assists in the development and implementation of programs and/or events to meet the physical, social, intellectual, emotional, and spiritual needs of Residents in collaboration with other teams/ individuals. Also conducting programs with assigned groups of Residents (as per the Recreation Department schedule), including individual, small, and large groups of Resident assignments.

**Position Duties:**

- Utilize the Facility Assessment Tool for the initial and ongoing assessments of each Resident.
- Involve Resident, family members and/or significant others to assess physical, social, emotional, cognitive and leisure abilities.
- Observe Resident's behavior to assess functioning.
- Develop and document individualized plans based on assessment. Analyzing, interpreting, and documenting the results of assessments.
- Relay information with interdisciplinary team members regarding Resident progress and revise care plans, as required.
- Develop and implement creative leisure activities for individuals and groups based on Resident interests, needs, wishes and lifestyles.
- Provide support to Residents through casual conversation or group discussions.
- Implementation of a Recreation schedule that reflects all identified needs of Residents.
- Assist Residents to be active participants in management of their own environment.
- Complete and review the Leisure Competence Measure Assessment bi-annually with progress notes on all Residents.
- Complete the Recreation Care Conference review from prior to the Resident Care Conference as assigned.
- Complete daily attendance records for each Resident.
- Communicate with all staff within facility to assure coordinated action on behalf of the Residents.
- Actively participate on interdisciplinary teams and committees.
- Participate in promoting a respectful workplace.
- Comply with Facility/Department policies and procedures.
- Comply with accreditation Standards and Regulations.
- Maintain adequate supply of materials and equipment.
- Participate in continuous quality improvement.
- Work cooperatively with other team members.

**Qualifications:**

- Possess a clear Adult Abuse Registry Check.
- Possess a clear Child Abuse Registry Check.
- Possess a clear Criminal Record Check (with Vulnerable Persons Sector).
- Requires post-secondary education in recreational studies which can include a degree in Recreation Management and Community Development or equivalent, previous experience in recreation programming for the elderly desirable.
- Maintains a valid Class 5 Driver's License.
- A completed Driver's Abstract.
- Completion of Emergency First Aid and CPR training.
- Current Food Safe Certificate.

This opportunity is open to all applicants; however, preference will be given first to citizens of Sioux Valley Dakota Oyate. We thank all those who apply, but only those selected for an interview will be contacted. For full job description, please email [hrapplcations@svdngovernance.com](mailto:hrapplcations@svdngovernance.com) to request a copy.

- Ability to read, write and understand (both verbal and written instructions) in English.
- Mentally and physically able to perform duties (as outlined) which include the ability to maintain regular attendance to work in a very dynamic environment.
- A passion to work and provide quality care/ services for Residents.
- Ability to respect and promote a culturally diverse population.
- Ability to respect and promote confidentiality.
- Demonstrates empathy, patience, and honesty.
- Advanced level of both written and oral communication skills.
- Demonstrates ability to maintain a positive working relationship within an interdisciplinary team.
- Demonstrates ability to work independently with a high level of creativity and self-motivation and complete assignments in a timely manner.
- Demonstrates flexibility to facility changes in techniques and procedures.
- Be proficient with computer software such as Microsoft products (Microsoft Word, Excel, Power Point and Outlook).

**Competition Number: 202623**

*Submit Cover letter and Resume indicating Competition Number*

Human Resources Department

Sioux Valley Dakota Nation

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