

## Job Posting Recreation Service Provider

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**Title:** Recreation Service Provider – Community Homes for Opportunities Programs (CHO)

**Classification:** This is a unionized position

**Type:** Full Time, permanent

**Location(s):** Ottawa

**Salary:** \$40,000/year

**Benefits:** Generous vacation, sick, appointment & personal time & full access to an inhouse gym. Group benefits, RRSP's after probationary period

**Hours:** 35 hours per week with occasional evenings and weekends, flexibility to adjust hours as per the operational demands

**Employer:** Causeway Work Centre

**How To Apply:** Please submit your cover letter and resume to [lcarmichael@causewayworkcentre.org](mailto:lcarmichael@causewayworkcentre.org)

**Closing Date:** July 23, 2024

### About Causeway

Causeway is a not-for-profit agency that empowers all people by helping those with mental illness and other challenges find meaningful work. We have a desire to see people treated with dignity and respect. We believe that there is no limit to anyone's potential. By leveraging their talents and abilities, we work to shift society's perspective regarding people whose value has not yet been recognized.

Causeway, through The CHO Recreational Program, is designed to provide adults with SMI, living in CHO homes in the Ottawa area, with recreational activities both in homes and in the community at large. The goal being to increase participation and integration into community-based events, promoting social inclusion and to help provide clients with the tools to create meaningful relationships.

### About the Role

The Recreation Service Provider is responsible for delivering all recreation, leisure and sport activities to provide opportunities and encourage and promote a healthy lifestyle and well-being for all CHO clients.

The Recreation Service Provider will develop sustainable relationships with clients living under CHO, liaise with support workers and home providers in a productive and effective manner, meet the projected program targets and outcomes set out by Management or the funder, research and deliver events and activities in the community that will benefit all clients involved.

### Working Conditions

Working with people living with mental illness or other disabilities. Work schedule will include evenings and weekends from time to time inclusive of occasional seasonal overnight camping trips. This position is in Ottawa, you must be able to transport clients in your own vehicle as well as be confident to accompany clients on public transportation when required to activities and events. This position is primarily located in Urban Ottawa, however, will include the possibility of working in rural Ottawa in the Vars/ Limoges area.

## Duties & Responsibilities

- Understand and abide by the policies and procedures of Causeway Work Centre
- Assess the recreation and leisure requirements of CHO clients.
- Working with clients with severe mental illness, addictions and other challenges
- Communicate with CHO homeowners, Program Supervisor and clients to determine their needs and interests.
- Research cost effective recreation and leisure events in the community
- Work in collaboration with the team to create a schedule of events to be posted in homes and communicated to clients.
- Supervise, lead & participate in all activities.
- Transport clients from time to time
- Liaise with community partners and support staff.
- To accurately maintain all client files within client hard copy files and in the EMH database
- To keep accurate and timely statistics
- Perform other duties as required.

## Qualifications & Experience

- Post-secondary degree/diploma completion required
- Experience working with vulnerable persons
- Knowledge of public events in the community
- Strong knowledge of Microsoft Office applications
- Experience/knowledge of mental health, poverty, addictions and disabilities
- Strong leadership skills
- Ability to work independently
- Ability to multi-task & work a flexible schedule including possible evenings and weekends.
- Exceptional communication skills, both written and oral
- Excellent time management skills, well organized with attention to detail.
- Strong decision making and critical thinking skills.
- NVCI training and First Aid training considered an asset
- Strong de-escalation skills, experience and ability to address potential conflict or crisis situations in a calm, rational manner with clients' need at the center of decision making
- Physically capable of supporting persons with diverse abilities in various community activities
- Bilingualism considered an asset
- Criminal Record Check and full license & Drivers Abstract
- Own vehicle necessary

We thank all applicants, however only those selected for an interview will be contacted.

*Causeway is an inclusive workplace and encourages qualified candidates from diverse backgrounds and who have faced barriers to employment, including those who may need accommodation, to apply to join our staff team.*

*Please advise if you require accommodation throughout the recruitment process.*

