

Organization Name Job Description

Job Title: Assistant Activities Coordinator

Department: Activities

Reports To: Director of Activities

FLSA Status: Non-Exempt

Prepared Date: February, 2003

NATURE OF WORK

General Statement of Duties: Under direction of Director of Activities, conducts activities for high functioning residents and conducts and sets standards for one-on-one activity therapy for selected residents. Assists Director with coordination and implementation of routine duties and activities.

Supervision Received: Works under the direction of the Director of Activities.

Supervision Exercised: In absence of Director of Activities, may provide work direction to one or several Activity Aides or Volunteers.

Characteristic Duties and Responsibilities: (Any one position may not include all of the tasks listed nor do the listed examples include all tasks which may be found in positions of this class.)

Attends care plan meetings; prepares 50% of activity care plans weekly. Assesses residents for activity groups. Completes activity assessments on 50% of new residents.

Assists with the planning, development, coordination, and implementation of varying levels of activities for Nursing Home residents.

In absence of Activities Assistant, carries out all unit duties.

Conducts one-on-one activity therapy to offer sensory stimulation.

Prepares progress notes quarterly and/or as deemed necessary.

Conducts activity groups to assure residents make progress.

Assists with transporting, communicating and setting up for activity programs in Nursing Home on a daily basis.

Assists in ordering or purchasing supplies for activities and picking up materials needed from outside facility.

Carries out weekly Quality Assurance Program for all units.

In absence of Director of Activities, completes Director's share of Care Plan documentation and meetings, IDT documentation and meetings, MDS's & RAPS.

Performs other duties as required and numerous daily operational duties.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Ability to operate audio-visual equipment.

Good knowledge of the policies and procedures of a long-term care facility.

Ability to communicate effectively in English, both orally and in writing.

Ability to work independently; to prioritize tasks and organize work efficiently. Ability to motivate people and be sensitive to their needs. Ability to develop and maintain good working relationships with patients and staff.

Skill in providing support in the planning, coordinating and implementation of an activities program to meet the diverse needs of Nursing Home residents.

Physical ability necessary to transport residents in wheelchairs.

Understanding and awareness of problems of the aging. Respect for resident rights and confidentiality.

Education and Experience:

Knowledge, skill and mental development equivalent to completion of two years of college. Two years of previous activity experience, preferably in skilled-care nursing home environment, or an acceptable equivalent combination of education and experience. Must complete the State approved 36-hour activity course within one year of employment.