

Champaign County Job Description

Job Title: Director of Activities

Department: Activities

Reports to: Nursing Home Administrator

FLSA Status: Exempt

Prepared Date: February, 2003

POSITION PURPOSE

Plans, organizes, supervises and directs all administrative and operational activities of the Activities Department.

NATURE AND SCOPE

The Director of Activities reports to the Nursing Home Administrator. Reporting to this position are 1 Assistant Activities Coordinator, 5 full-time Activities Assistants, 1 Volunteer Coordinator, and 2 Beauty Shop Operators.

The Champaign County Nursing Home, owned by the County, is a 243-bed, licensed facility providing skilled, intermediate and shelter care to its residents as well as adult day care and respite services. The Nursing Home employs approximately 240 people and is entirely self-supporting.

The Activities Department is responsible for the ongoing developing and implementation of an activities program designed to meet the social, psychosocial and therapeutic needs of Nursing Home residents. The Director of Activities plans, assigns and directs the development of recreational, educational, cultural and arts and crafts programs geared to the multi-faceted health problems of the elderly. The incumbent coordinates the establishment of a Resident Council and renders assistance to the Council. This position is responsible for the scheduling of various activities programs. The incumbent oversees the transportation of residents to social activities programs inside and outside the Nursing Home facility. The Director continuously evaluates the effectiveness of Departmental operating procedures and recommends changes as required. The Director develops care plan goals for residents in compliance with Federal & State regulations, and participates in Interdisciplinary Team and Unit Care Conferences.

The Director of Activities performs a variety of administrative functions pertaining to Departmental operations. The incumbent is responsible for the hiring and training of new employees; development of Departmental policies and procedures; delegation of work assignments to staff; completion of employee performance evaluations and development of formal and informal staff educational in-service programs to provide the highest level of quality care possible to residents. The incumbent participates in preparation of the Departmental budget and ensures compliance. The Director oversees the preventive maintenance of Departmental equipment, authorizes repairs and maintains inventory of supplies.

Typical problems encountered by the incumbent pertain to the development and application of new approaches to activity therapy to enhance the quality of resident's lives. The incumbent also monitors the activities of volunteer staff members to ensure that the rights of residents are respected. An additional problem faced by the Director is completing all required reporting procedures in a timely manner. Problems of a more complex nature the incumbent deals with is scheduling of staff to coordinate the residents' schedules and adjusting activities program content to respond to the diverse and individual needs of Nursing Home residents.

The Director of Activities maintains contact with staff from the Nursing, Food Service and Environmental Service Departments on a continual basis to exchange information on resident care and problems and coordinate services. The incumbent consults with staff from community organizations to arrange activities outside the Nursing Home. The incumbent also plans and supervises resident activities conducted by volunteers; occasionally supervises student practices in Leisure Studies and related educational areas.

The effectiveness of this position can be measured by the maintenance of quality activity therapy which address the multi-faceted needs of Nursing Home residents.

The Director of Activities monitors the schedule and services provided by the Beauty Operators; assures their continuing educational needs and the proper and safe equipment used. The Director also monitors supplies used and resident charges as well as resident satisfaction.

The desired requirements necessary to effectively carry out position requirements include graduation from an accredited college or university with a Bachelor's Degree in a related field; certification as a Therapeutic Recreational Specialist or an Activities Professional or the necessary requirements to attain certification as either a Recreation Specialist or as an Activities Professional; preferably supplemented by 1-3 years' experience in an activity program in a long-term care facility; ability to communicate orally and in writing in the English language, and respect for the principles of resident rights, confidentiality, EEO and ADA.

PRINCIPAL ACCOUNTABILITIES

Plans, schedules and directs development of activities program to meet the social, and psycho-social needs of Nursing Home residents.

Performs administrative and personnel functions pertaining to the operations of the Activities Department.

Evaluates the effectiveness of the Department's operating procedures and modifies procedures accordingly.

Is able to carry out any and all duties described in Activity Assistant and Assistant Activity Coordinator job descriptions as necessary.

Completes all MDS's, RAPS & IDT planning. Attends all IDT meetings. Attends Care Plan Meetings and prepares 50% of Activity Care Plans. Assesses new residents. Charts quarterly progress notes.

Carries out weekly Quality Assurance Programs for all units.

Is responsible for writing and posting of monthly Resident Council minutes and writing and distributing of the Residents Monthly Newsletter.