



REPORTS TO: Activity Director

POSITION: Plans and assists with activities for all residents in the facility and maintains records of activities.

POSITION QUALIFICATIONS:

- High school graduate or equivalent.
- CNA Certification is required.
- Regular attendance is required.
- Must be able to read, write and speak fluent English.

PHYSICAL REQUIREMENTS:

- Sitting: 1-3 hours/day
- Walking: 3-7 hours/day
- Lifting: 10-25 lbs with good body mechanics
- Bending: Infrequent: 1-120 bends/day
- Squat/Kneel: 1-3 hours/day need not be continuous
- Endurance: Moderate energy requirements (5-7 mets)
- Pinching: Infrequent: 1-120 pinches/day
- Hand/Wrist Reps: Infrequent: 1-960/day
- Manual Dexterity: Frequent fine motor skills required
- Right Hand: 61-100% of job cycle time
- Left Hand: 61-100% of job cycle time
- Either Handedness: 36-60% of job cycle time
- Both Handedness: 61-100% of job cycle time

MENTAL DEMANDS:

- Must demonstrate effective communication skills with staff, residents and the public.
- Demonstrates ability to develop and maintain good interpersonal relations with staff and residents.
- Must demonstrate use of mature judgment and demonstrate excellent problem solving skills and ability.
- Must be able to work under stress when confronted with critical or unusual situations.
- Able to handle job responsibilities in a positive, professional manner.

WORK ENVIRONMENT:

- Works primarily indoors in a well-illuminated, reasonably climate-controlled environment.
- Outdoor travel will require the ability to adjust to seasonal weather conditions.
- Involves possibility of exposure to communicable disease.
- Works with frequent interruptions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Activities

- Assist in providing an activities program designed to encourage restoration to self-care and maintenance of normal activity within limitations set by the resident physician.

- Assist in providing group and individual activities.
- Assist residents to continue in their individual interests or hobbies.
- Assist with recording resident attendance at activities/programs.
- Assists in assigning activities by evaluating residents' mental and physical needs and abilities.
- Assist to provide suitable activities for residents unable to leave their rooms.
- Assist in providing activities for residents in all units.
- Communicate with nursing team and personnel of other departments' resident needs as noted by the Activity staff.
- Develop, plan and implement, and lead small, medium, and large group activities as well as one-on-one sessions.
- Transport residents to and from activities.
- Maintains resident birthday record and recognition records.
- Assist taking resident on outings away from facility.
- Work with and direct volunteers by delegating activities and assignments.
- Assist with development of monthly Activity Calendar.
- Submits food requests and van requests to Administrative Department timely.
- Assist with feeding residents; serve meal trays.
- Must be able to work with residents who have behaviors.

CARE PLAN

- Conduct and maintain all appropriate Activity Department documentation in a timely manner, including: initial/annual activity history, initial/quarterly assessment, program notes, and records of attendance.
- Work with residents' family to ensure completion of residents' interests and assessments.

CUSTOMER SERVICE

- Interacts with residents, families, staff, volunteers, and other visitors to the center in a pleasant, respectful, and courteous manner.
- Encourage resident and family participation in activities by communicating upcoming activities that may interest the resident.
- Acts as a positive representative of the facility at all times.
- Performs incidental housekeeping and maintenance tasks as may arise during the course of regular duties, in order to maintain a clean, safe, pleasant environment for residents, visitors and staff.
- Direct and supervise volunteers.
- Responds to any and all call lights within 5 minutes.

RESIDENTS RIGHTS

- Provides privacy and maintains the confidentiality of all resident care information.
- Ensures care and security of residents' personal possessions.
- Reports all complaints and grievance made by residents, family members, and visitors to the supervisor.
- Ensures that residents are free from abuse (physical, mental, and sexual), mistreatment and neglect, and reports any such instances to appropriate facility staff.

IN-SERVICE EDUCATION

- Attends all in-service education programs mandated by federal, state, and company guidelines.
- Participates and assists in departmental meetings and projects as assigned.

MISCELLANEOUS

- All other duties as assigned by the supervisor.

All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.

Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, or residents.

This description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

I have read this position description and fully understand the requirements. I accept the position of Activity Aide and agree to follow the requirements and will perform all duties and responsibilities to the best of my ability.

I understand that I may be assigned other duties, in addition to or in place of those described previously. I also understand that the essential duties of this position may change at any time, according to the needs of the facility.

I further understand that my employment is at-will, and thereby understand that my employment may be terminated at-will by the facility or myself.

Date

Print Name

Signature