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**POSITION:** Activity Assistant

**FLSA CLASS:** Non-Exempt

**SUPERVISED BY:** Activity Director and Executive Director

**MINIMUM QUALIFICATIONS**

1. **Education:** At minimum a high school diploma or equivalent exam. Preferred a qualified therapeutic recreation specialist or an activities professional who is eligible for certification as a therapeutic recreation specialist, therapeutic assistant or an activities professional by a recognized accrediting body, such as the National council for Therapeutic Recreation Certification or the National Certification Council for Activity; or has completed an activity director training course approved by the National Association for Activity Professional or the National Therapeutic Recreation Society.

2. **Experience:** Minimum of one year experience in a social or recreational program within the last five years, one of which was full-time in an activities program in a health care setting providing activities for the elderly with Alzheimer’s or dementia required.

3. **Skills:** Must possess effective written, verbal and non-verbal communication skills, stable emotional make-up, creative, caring, able to work under stress. Professional conduct, honoring boundaries, setting limits and maintaining confidentiality are a must. Must be able to follow an established activity program and work closely with the Activity Director and all staff to ensure the Provident program is implemented according to established guidelines. Must be able to maintain the supplies necessary to support the activity program and be able to work within a budget.

4. **Physical Requirements:** Must be able to meet physical demands of lifting and moving over 50 pounds, walking and standing for long periods of time.

**POSITION SUMMARY**

The Activity Assistant is responsible for all aspects of the Activity Program for up to 22 residents in the absence of the Activity Director. This position requires a great deal of creativity and flexibility. The Activity Assistant must be able to provide direct care and supervision for residents when necessary. The Activity Assistant assures residents are kept safe during activities and items that are safety hazards are strictly controlled. The Activity Assistant assists the direct care staff in keeping the residents involved in the unit socially, cognitively, and recreationally. The Activity Assistant ensures that scheduled programming is carried out according to the posted schedule at all times. The Activity Assistant is responsible to keep the Activity Director informed on needs of the program and/or changes in the residents’ ability to actively participate in the Provident programs. Some weekends, evenings, and holidays are required.

**Performance Rating Definitions**

Individual performance will be evaluated using the following scale:

1. **Unsatisfactory:** Achieves results which are far less than the standards identified for the performance factors rated.
2. **Needs Improvement:** Achieves results which are less than the standards identified for the performance factors rated. Exhibits the potential to become a competent performer. May be new to job or need skill development.
3. **Meets Standards:** Achieves results which meet the standards identified for the performance factors rated. This rating is the expected level of performance.
4. **Exceeds Standards:** Achieves results which usually exceed the standards identified for the performance factors rated.

**JOB DESCRIPTION**

**Responsibility I:** PLANNING

1. Appropriate daily planning skills to ensure the posted activity schedule is followed with minimal exceptions.

2. Ensure structured activities occur at the same time and place each week to ensure a consistent routine within the facility.

3. Notify Activity Director if supplies are not available for posted activity and assist with procurement of supplies when needed and notifies Activity Director of all expenses for monthly budget tracking.

4. Assist Activity Director with planning of special events, holiday, birthdays, and so forth.

**Responsibility II:** PROVIDES FOR RESIDENT SAFETY

5. Harmful items are monitored closely during resident use and put away immediately after each use.

6. Activity cabinets and closets are locked at all times when not in immediate use.

7. Dangerous objects are not found in the possession of residents, or in their rooms, or available to the residents when not supervised.

**Responsibility III:** IMPLEMENTATION

8. Follows the posted activity program schedule which contains a balanced mixture of activities addressing cognitive, recreational, occupational and activities of daily living (ADL) needs.

9. Each resident must be offered at least one (1) cognitive activity, two (2) recreational activities and three (3) ADL activities daily.

10. Activities must be tailored to the residents’ unique requirements and skills.

11. Special equipment and supplies necessary to accommodate persons with a physical disability or other persons with special needs must be provided as appropriate.

12. At least one individual activity is implemented daily for residents who are unable or unwilling to participate in group activities daily.

**Responsibility IV:** EVALUATION

13. Continuously evaluates activity program for appropriateness and effectiveness.

14. Seeks input from others and the Activity Director on the effectiveness of the activity program.

**Responsibility V:** Role Modeling and Reinforcing Provident Program Values/Principle

15. Attends and participates in all mandatory staff meetings.

16. Reads all pertinent resident information in the medical record including all medical reports, care plans, daily progress notes, likes and dislikes, and flow sheets when determining appropriate activities for the resident.

17. Adheres to program guidelines in response to residents' behaviors.

18. Asks for clarification and direction from Executive Director in approaches used with the residents.

**Responsibility VI:** STAFF TRAINING

19.Assists the Executive Director and nurses in the orientation of newly hired staff when requested.

**Responsibility VII:** TRAINING/IN SERVICE

20 Successfully completes the facility required training (4 hours orientation, 16 hours OJT, and 12 hours of continuing education annually).

**Responsibility VIII:** ATTENDANCE

21. Maintains an attendance record that remains within the established attendance policy.

1. Follows all procedures and policies in relation to requesting time off, documenting time worked, and use of PTO.

**Responsibility IX:** GENERAL SAFETY

23. Adheres to facility safety procedures.

24. Reports observed safety hazards.

25. Attends safety training.

**Responsibility X:** INITIATIVE/CREATIVITY

26. Consistently seeks new ideas and methods to meet the resident’s needs.

27. Has the ability to multistep task to ensure completion of all required tasks.

* 1. Excellent organization skills and originator of new ideas and methods.
  2. Effectively plans workload and appropriately handles emergencies
  3. Can perform usual duties but not deviate from routine.
  4. Acts only when instructed.

**Responsibility XI:** COOPERATION/ATTITUDE

28. Work place behavior reflects the willingness to be a team player:

1. Willingness to cooperate with others.
2. Willingness to conform to rules of work.
3. Displays a positive attitude towards work and facility.
4. Willingness to assist others.
5. Ability to recognize, participate and adjust to change in situations and work assignments.
6. Is dependable, can be counted on to do assigned tasks without strict supervision.
7. Conforms to expectations of professional appearance, personal hygiene and grooming.
8. Communications with others (courtesy, voice tone, facial expressions, gestures) are appropriate at all times and do not cause discord among the staff, families, or visitors.
9. There is the absence of argumentative reluctance.

**Responsibility XII:** DEPENDABILITY

29. Can be counted on to do assigned tasks without the need for strict supervision.

30. Performs others duties as assigned or requested.

Acknowledged: Date: