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**POSITION:** Activity Director

**FLSA CLASS:** Exempt

**SUPERVISED BY:** Executive Director

**MINIMUM QUALIFICATIONS**

1. Education: 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 2 years 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 plan, implement and evaluate an ongoing activity program. Must be able to order and maintain the supplies necessary to support the activity program. Must 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 Director is responsible for all aspects of the Activity Program. This position requires a great deal of creativity and flexibility. The Activity Director must be able to provide direct care and supervision for residents when necessary. The Activity Director assures residents are kept safe during activities and items that are safety hazards are strictly controlled. The Activity Director assists the direct care staff in keeping the residents involved in the unit socially, cognitively, and recreationally. The Activity Director insures that scheduled programming is carried out seven days per week. Some weekends and holidays are required. On call duties 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. Monthly/daily calendars are posted in an appropriate time frame, monthly by the end of the previous month and weekly by Sunday of the previous week. At least eight hours of programming daily must be noted.

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

3. All supplies are purchased and available prior to her scheduled activity.

4. Supplies are ordered within budgetary constraints.

**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. Ensure the activity program 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 planned 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 on the effectiveness of the activity program.

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

15. Attends and participates in bi-monthly team 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.

20. Trains all staff on the Provident Branches activity program, its purposes and goals.

21. Provides feedback to staff on an ongoing basis regarding their interactions with residents in and out of activities

22. Provides one staff training session every quarter on Activity therapy or a related topic or per request.

**Responsibility VII:** TRAINING/IN SERVICE

23 Successfully completes the facility required training (4 hours orientation, 16 hours OJT, and 12 hours of continuing education annually), and the Activity Director licensure continuing education requirements.

**Responsibility VIII:** ATTENDANCE

1. Maintains an attendance record that remains within the established attendance policy.
2. Follows all procedures and policies in relation to requesting time off, documenting time worked, and use of PTO.

**Responsibility IX:** GENERAL SAFETY

26. Adheres to facility safety procedures.

27. Reports observed safety hazards.

28. Attends safety training.

**Responsibility X:** INITIATIVE/CREATIVITY

1. Consistently seeks new ideas and methods to meet the resident’s needs.
2. 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.

31. Effectively plans workload and handles emergencies appropriately.

**Responsibility XI:** COOPERATION/ATTITUDE

1. 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

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

34. Performs others duties as assigned or requested.

Acknowledged: Date: