

ALF RECREATION AIDE

DEPARTMENT: Activity
SUPERVISOR: Recreation Director

FLSA STATUS: Non-exempt
DATE: July 1, 2018

DUTIES AND RESPONSIBILITIES

Working closely with the Recreation Director, assist in planning, organizing, and conducting life enriching activities / events with emphasis on creative, physical, recreational, educational, spiritual, and social to meet the individual resident needs and interests. In this position, the activities assistant will lead daily group activities, one to one visits, outings, transportation and other activities for the residents at the facility. Directs and aids in such activities as games, arts and crafts, groups and entertainment to assist Residents to develop relationships, socialize effectively and develop confidence. Assists with office duties i.e. answering phone, scanning....

The person holding this position is delegated the responsibility for carrying out the assigned duties and responsibilities in accordance with current existing federal and state regulations and established company policies and procedures.

ESSENTAIL FUNCTIONS:

1. Leads assigned group or one-to-one activity programs in the following categories: physical (exercise), social, recreational, intellectual/educational, creative, entertainment, religious, service/volunteering, and special requests of the residents
2. Assists in setting up activities and breaking down at the end of activities. Arranges chairs, tables, and equipment in designated rooms or other areas for scheduled group activities, or special events. Works in cooperation with Environmental Services for appropriate help.
3. Receives, stores, and issues activities equipment and supplies. Assist in maintaining an ongoing inventory of supplies and equipment and needed maintenance
4. Invite and/or remind residents to participate in planned activities. Promote activities in a way that piques resident' interest. Facilitate socialization among residents.
5. Monitors/Chaperone residents and visitors at activities inside/outside facility to help maintain orderly conduct.
6. Reports to Recreational Director on resident's responses and/or progress to specific approaches utilized. May be requested to maintain a written record of same.
7. Assists in develops monthly activity calendar through planning meetings and creating the calendar via the computer. Distributes calendars to residents and posts in resident areas.
8. Participates in department planning meetings ensuring activities are meeting resident and department goals.
9. Develops relationships with departments and staff, works to gain support for the department and encouragement of participation in planned activities.

10. Supports programs by participating in events and supporting programs and activities (i.e., dressing in costume, dancing at events, etc.)
11. Always presents a professional attitude and focuses on providing the highest possible customer service to residents and family members.
12. Assists in shopping for supplies for programs and activities that are planned. Develops professional working relationships with residents; knows residents by name.
13. May interact with resident family members. Include family members, as appropriate, in activities.
14. Assists with decorating for seasons, holidays, and special events and maintenance of bulletin boards.
15. Coordinate with the kitchen food needs for scheduled activities
16. Assists residents with the voting process by helping them register and assist them with absentee ballots.
17. Reports any changes in resident behavior, or safety hazards, to supervisor.
18. Creates flyers and special announcements as needed.
19. Works a flexible schedule determined by the needs of the residents and facility, may consistently include weekends, evenings and/or holidays.
20. Assists in ensuring the safety of staff, residents, and visitors by identifying potential safety hazards to immediate supervisor and following all emergency plans (i.e., evacuation, fire, tornado, etc.)
21. Honor Resident Bill of Rights.
22. As a legal and moral responsibility, immediately reports all witnessed or suspected resident abuse, neglect, exploitation or misappropriation of funds to department director.
23. Arrange transportation for activity outings and regularly schedule group trips. Drive the company vehicle for resident activities and appointment.
24. Assist with general office duties i.e. answering phones, scanning documents....

25. Perform related duties as assigned or as the situation dictates.

Risk Exposure Categories:

- 1=Tasks may involve exposure to blood/body fluids.
- 2=Tasks do not involve contact with blood/body fluids but could result in performing a Category 1 task.
- 3=Tasks do not involve any risk of exposure to blood/body fluids.

PHYSICAL REQUIREMENTS

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the Company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

	Never 0 hours	Occasionally (1-33%) .1 – 2.6 Hours	Frequently (34-66%) 2.7 – 5.2 Hours	Continuously (67-100%) 5.3+ Hours
Standing/Walking:				X
Sitting:			X	
Lifting /Carrying 0-10 lbs.			X	
Lifting/Carrying 11-20 lbs.		X		
Lifting/Carrying 21-25 lbs.		X		
Lifting/Carrying 26-50 lbs.		X		
Lifting/Carrying 51-70+ lbs.	X			
Pushing/ Pulling 0-10 lbs.			X	
Pushing/Pulling 11-20 lbs.		X		
Pushing/Pulling 21-25 lbs.		X		
Pushing/Pulling 26-50 lbs.		X		
Pushing/Pulling 51-70+ lbs.	X			
Climbing/Balancing:		X		
Stooping:		X		
Squatting:		X		
Kneeling:		X		
Reaching:			X	
Hearing/Listening: Must be able to hear well enough to communicate with co-workers and residents				X
Fingering/Grasping/Feeling: Dexterity necessary to handle and manipulate equipment and supplies.				X
Seeing: Must be able to read reports, instructions, and observe residents				X
Color Perception: (Red, Green, Amber)				X
Animals/Plants		X		

MENTAL/REASONING REQUIREMENTS

Reading Simple Writing – Complex Analysis/Comprehension
 Reading-Complex Clerical Judgement/Decision Making
 Writing – Simple Basic Math Skills

EXPOSURES

Airborne particles Explosives Muscular Strain Temperature
 Caustics Fumes Noise Toxicants
 Chemicals High places Odors Vibration
 Electrical Current Moving Parts Physical abuse Vision strain
 Slippery Floors Weather

WORK AREA AND ENVIRONMENT

Various activities shall be conducted in resident rooms, the activity room, dining area, activity office, outdoors, and in the community, including attendance at special events and programs that may be conducted in churches, schools, auditoriums, stadiums, parks, and the like. Work hours may also vary due to the various activities.

QUALIFICATIONS

Education: Minimum: High school diploma or GED. CPR/First Aid Training Required.

Job Knowledge: Knowledge of special needs and limitations of elderly; methods and techniques used to include residents and involve them in activities, alert to attitudes and feelings of residents; knowledge of and familiarity with handicrafts, skills, games, other activities, and vendors of supplies and equipment; familiarity with the community, social agencies, contacts with clubs and groups, and knowledge of sources of materials and local services: understanding and self-discipline to relate sensitively to residents' needs and feelings.

Professional Memberships: Encouraged to participate in related associations and organizations for the purpose of improving skills and learning new ideas and techniques through sharing with others.

Other: Must have patience, tact, a cheerful disposition, and enthusiasm, as well as the willingness to handle difficult residents. Highly organized. Demonstrate excellent communication and interpersonal skills. Possess the ability to work well with a diverse population

BASIC REQUIREMENTS

1. Residents always come first, and their needs will be met unless there is a conflict with the needs of others or the organization as a whole.
2. Residents, resident families, co-workers and visitors will be treated with respect, dignity and kindness.
3. Support the mission, vision and values of the facility
4. Employee behavior will consistently be in a manner that demonstrates both employee's and the company's commitment to an ethical, honest and above-board approach in all dealings with employees, customers, suppliers and the community.
5. Report to work on time and for scheduled shifts as attendance is required to perform the duties and responsibilities of this position.

ACCEPTANCE STATEMENT

I have carefully read, understand, and accept the job description, including the qualifications and requirements of the position of **ALF RECREATION AIDE**, and, if employed, I certify that I can and will perform the essential functions of the position, with or without a reasonable accommodation.

I understand Universal Precautions Risk Classification Categories may apply to this position and I may be exposed to AIDS, HIV, and hepatitis B viruses.

This job description supersedes all prior written and unwritten policies, including any prior job descriptions. Nothing contained in this job description or in any other statement of Facility philosophy, including statements made in the course of performance evaluations and wage reviews, should be taken as constituting an expressed or implied promise of continuing employment.

This job description is not a contract, expressed or implied, guaranteeing employment for any specific duration. Although we hope that your employment relationship with us will be long term, you are free to terminate the employment relationship at any time for any lawful reason or no reason. The Facility reserves the same right. Please understand that no supervisor, Administrator or representative of the Facility may enter into an oral employment contract. The President of the Facility, or his representative designated in writing, are the only Facility officials who have the authority to enter into any agreement with you for employment for any specified period of time.

Further, any employment agreement entered into by the President or his designated representative will not be enforceable unless it is in writing.

Signature of Employee

Date

Signature of Witness

Date