

# ACTIVITIES STAFF

**DEPARTMENT:** Therapeutic Services

**FLSA STATUS:** Non-exempt

**SUPERVISOR:** Activities Director

**DATE:** July 1, 2018

## **DUTIES AND RESPONSIBILITIES:**

The Activities Staff assists the Activities Director to provide group and individual activities for the residents. Duties will involve personal contact with a varying resident population and a varied work schedule that may include some weekends, evenings and holidays. Tasks also will involve record keeping, attention to the environment, use of supplies and equipment, and maintenance of storage areas.

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.

## **ESSENTIAL FUNCTIONS:**

1. Assists with activities directed by the Activities Director and in accordance with each resident's plan of care.
  - A. Group Activities
    - Be sure area to be used for activity is free
    - Sets area up as needed for the type of activity planned.
    - Reminds nursing staff of activities scheduled and residents who desire to participate
    - Assists with transport of residents to the activity area
    - Follows the instructions for the activity as directed.
    - Observes the individual resident participation and responses during the activity
    - Assists residents back to living areas at the conclusions of the activity
    - Notifies nursing of resident behaviors which may indicate medical problems
    - Does record keeping or documentation tasks (e.g. attendance and participation records).
  - B. Individual Activities
    - Interacts appropriately and effectively in one to one activities according to the resident's strengths and limitations.
    - Be aware of individual cognitive, emotional, and psychosocial impairments.
    - Keeps records of sensory stimulation or other type of activity and resident's responses..
2. Chaperones scheduled activities away from the facility grounds.
3. Helps maintain a pleasant and cheerful nursing home environment.
  - Helps with putting up, taking down, and storing seasonal decorations
  - Helps care for plants
  - Assists residents to display calendars, pictures, cards, or other mementos in their rooms.
4. Delivers and reads mail as needed.

5. Assists with other tasks as directed by the Activities Director
  - Address, stamp, stuff, and mail the monthly calendars/newsletter
  - File photos regularly
  - Keep activity closets organized
  - Help inventory department supplies and equipment maintenance.
6. Responsible for general housekeeping duties in activity area. Returns common area to original condition at conclusion of activity i.e. removes litter, trash, moves and rearranges furniture, returns equipment/supplies.
7. Participates in and promote staff participation in facility-wide activities such as dress-up days and special occasions.
8. Attends in-services educational programs.
9. Continues the activity program in the absence of the Activities Director.
10. Recognizes and report abnormal signs and symptoms which may signify a physical change in condition which could require nursing intervention.
11. Constantly be on the alert for conditions interfering with the safety and well-being of residents involved in activity programs.
12. Performs related duties as assigned or as the situation dictates.

**Risk Exposure Categories:**

- 1=Tasks may involve exposure to blood/body fluids.
- X   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.

	<b>Rarely (0-12%)</b>	<b>Occasionally (12-33%)</b>	<b>Frequently (34-66%)</b>	<b>Regularly (67-100%)</b>
Standing/Walking:				<b>X</b>
Sitting:		<b>X</b>		
Lifting/Carrying: 40 lbs.		<b>X</b>		
Pushing/Pulling 40 lbs.			<b>X</b>	
Climbing/Balancing:	<b>X</b>			
Stooping:	<b>X</b>			
Squatting:	<b>X</b>			
Kneeling:	<b>X</b>			
Reaching:			<b>X</b>	
Hearing/Listening: Must be able to hear well enough to communicate with co-workers and residents				<b>X</b>
Fingering/Grasping/Feeling: Dexterity necessary to handle and manipulate equipment and supplies.				<b>X</b>
Seeing: Must be able to read reports, instructions, and observe residents				<b>X</b>
Color Perception: (Red, Green, Amber)				<b>X</b>
Animals/Plants		<b>X</b>		

**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**

Activity areas, resident rooms, outside areas, field trips, special events.

**QUALIFICATIONS:**

Education: High School diploma or equivalent; some college preferred

Experience: At least one-year's experience in a nursing facility, a long-term care setting or a recreational/arts/crafts program

Job Knowledge: Possess imagination, creativity, enthusiasm, patience and must be willing to work with a variety of people. Familiarity with resident needs and desires; understand purposes and results of games, crafts, and activities; and be conscious of feelings, emotions, and concerns of residents. Good verbal and written communication skills; pleasant personality; respect for authority; able to work independently and follow scheduled plans; respects for the rights of the residents including the right to privacy and the right to make choices; maintains composure in stressful situations.

Standards: Knowledge of and ability to meet regulations of: Centers for Medicare and Medicaid Services (CMS); State Health Department; OSHA, Life Safety Codes; Facility Policies and Procedures

**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.