

ACTIVITIES DIRECTOR - QUALIFIED

DEPARTMENT: Therapeutic Services
SUPERVISOR: Administrator

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

AREA OF SUPERVISION: Activity Assistants and Volunteers

DUTIES AND RESPONSIBILITIES

The Activities Director is responsible for planning, organizing, developing, and directing the overall operation of the Activities department in accordance with policies and procedures, current federal, state and local standards, guidelines and regulations governing our facility to assure that an on-going activities program is designed to meet, in accordance with comprehensive assessment, the interests and the physical, mental, cultural, spiritual, emotional, psychosocial and recreational interest of each resident.

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. Directs all activity functions and services in the department.
 - Is responsible for knowing, understanding, and conveying to other activity personnel the Federal and State rules and regulations regarding nursing home activity requirements and is responsible for their enforcement within the scope of the Activity Department.
 - Provide a plan of activities appropriate to the needs of the residents that includes, but is not limited to - group social activities; indoor and outdoor activities, which may include daily walks; activities away from the facility; spiritual programs and attendance at worship services; opportunity for resident involvement in planning and implementation of the activities program; creative activities such as arts, crafts, music, drama, educational programs; exercise activities; seasonal and special events, one to one attention; and promotion of facility/community interaction
 - Assure that at least thirty (30) minutes of staff time is provided per resident per week for activities duties.
 - Offer activities at hours convenient to the residents (morning, afternoon, evenings, and weekends)
 - Offer activities that reflect the cultural and religious interest of the resident population.
 - Offer activities that appeal to both men and women and all age groups living in the facility.
 - Assess resident needs (activity interests, spiritual needs, and potential) and develop resident activities goals for the written care plan on admission, review and update quarterly. Develop an individual program according to the resident's interest, lifestyle and capabilities
 - Ensure group activities are scheduled to provide for maximum involvement by interested residents. Provide one activity every morning and afternoon for

cognitively impaired and one activity every morning and afternoon for high functioning residents.

2. Ensures safety of all residents, visitors and staff.
 - Insure staff attends annual fire safety training.
 - Consider safety first and never extend beyond knowledge and experience.
 - Report unsafe conditions immediately.
 - Submits accident/incident reports.
 - Investigate on-the-job injuries and correct the problem and/or restrictions the employee may have as necessary. Obtain approval from HR Director prior to accommodations.
 - Service as an active member of the Quality Assurance Committee which also includes infection control and safety committee functions.
3. Provides fiscal management for department operations to ensure proper utilization of finances.
 - Plans, schedules, supervises Activity Department functions to insure schedules are met, budget constraints are adhered to and quality of work is high.
 - Purchases food, supplies, equipment from vendors approved by the facility
 - Maintains cost records and works to meet budget guidelines.
 - Schedules required major equipment purchase and special projects as preapproved and assigned.
 - Purchases equipment and supplies as necessary or required. All purchases must be preapproved.
 - Reviews billing from vendors for accuracy.
 - Prepares and plans the Activity budgeting for food, equipment, supplies, and labor and submit to the Administrator for review, recommendations, and approval.
4. Supervises all personnel in the department.
 - Supervises staff which involves interviewing, hiring, training, motivating, performance evaluations, wage administration, discipline, safe work practices, and termination.
 - Assures that all activity staff attends required training in hazardous communication and safety as established by OSHA guidelines.
 - Maintains safe working conditions and practices in the department
 - Trains staff in proper work practices when they are oriented to the department (Care Plan process) and continues safety and infection control training on a regular basis.
 - Monitors staff to assure they are following established safety and infection control policies and procedures including body mechanics and ergonomics.
 - Maintains attendance record of activity employees and when appropriate counsels
 - Reviews schedules, time punches, PTO requests to submit biweekly for payroll.
 - Schedules work hours and assignments also reviews and checks staff work performance and is responsible to see that each shift is properly staffed.
 - Recruit, orient, train, and supervise volunteers and maintain records of volunteer programs and communicate facility's volunteer needs to the community.

5. Performs the following activity duties
 - Prepare a monthly calendar of activities written in large print and posted in a prominent location that is visible to residents, staff and visitors. This board should include future activities, holiday themes or picture review of past activities. Completes monthly calendar on web page.
 - Encourage resident participation in activities and document outcomes.
 - Review goals and progress notes. Document progress notes for each resident quarterly.
 - Record residents' activity participation daily in each resident's individual medical record and quarterly document response of resident to activity program and revise program as needed.
 - Keep group records of participation on scheduled activities.
 - Properly complete the Activity portion of the Minimum Data Set (MDS) and any CAAs as required. After completing the MDS, record each residents' initial activities program in the Care Plan and adjust as needed..
 - Prepare for meeting of Care Plan team by reviewing each resident's previous care plan, MDS, and assessment, talking with resident to be reviewed (or a family member if resident is unable to comprehend concepts of care planning), and be prepared to discuss resident's progress and make appropriate entries in resident's medical record. Make entries on each resident's Care Plan as required by that resident's condition.
 - Coordinate the activities program with other services in the facility.
 - Notify other departments of needed assistance in advance with activities (dietary, nursing, maintenance, social services).
 - Obtain necessary equipment and supplies needed for the scheduled activities and provide for their accessibility through organized storage.
 - Provide games, puzzles and other items for resident enjoyment on their own time.
 - Coordinates the writing, printing and distribution of the facility newsletter.
 - Foster family and community support of the activity program through newsletters, networking, activities which bring family members or members of the community into the facility.
 - Deliver and read mail as needed.
 - Contribute to the facility efforts to maintaining and/or provide quality of care through participation in the following:
 - Attend Care Plan meetings
 - Serve as a member of the Quality Assurance Committee
 - Attend Department Head Meeting
 - Attend Resident Council
 - Provide motivation for participation in Residents' Council and schedule a time and place for meetings.
 - Responsible for transportation of residents within the facility from one area to another area where activities may occur.
 - Responsible for arranging transportation of residents to events in the community or shopping.
 - Participate in community planning related to interests of facility and arrange for the use of community facilities by residents.

- Attends required in-service programs of the facility.
- Plans and presents in-service programs for the Activity Department.
- Assists residents with the voting process by arranging transportation or obtaining absentee ballots.
- Meets with activity staff on a regular basis to develop, conduct, and evaluate activities.
- Recognizes abnormal signs and symptoms, which may signify a physical change in any resident's condition that could require nursing intervention. Report same to charge nurse immediately.
- Attends and participates in department head and staff meetings.
- Maintains confidentiality of resident information.
- 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: High school diploma or equivalent. Required completion of a training course for activity directors approved by the Department of Health and Human Services (DHHS).

Experience: Two years of experience in a social or recreational program within the last five years, one of which was full-time in a resident activity program in a health care setting.

Continuing Education: As required by state laws and facility, including seminars

Licensure/Certification/Registration: A valid and unrestricted driver's license is 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.

Good verbal and written communication skills; evidence of effective problem resolution skills; ability to maintain composure in stressful situations; resourcefulness; willingness to consider the advice and opinions of others; ability to make decision and accept responsibility for the consequences; ability to coordinate and conduct meetings; ability to set and achieve goals; ability to be organized and efficient; ability to meet deadlines; ability to train and motivate others; ability and willingness to act as a role model in conduct and appearance; basic computer skills.

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.

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.