

# POSITION DESCRIPTION



**POSITION TITLE:** Activities Assistant

**CREATED:** October 2006

**SUPERVISOR'S TITLE:** Manager of Activities

**PERFORMANCE REVIEW:** Annual

**FLSA Status:** Non-Exempt

## **POSITION PURPOSE**

The Activities Assistant plans, develops, implements, and evaluates the Activity Program for Westminster Village North and assists the Manager of Activities. The Activities Assistant addresses the spiritual, emotional, recreational and social needs of residents in accordance with current Federal, State, and local standards, as well as facility policies and procedures.

## **POSITION ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **ESSENTIAL FUNCTIONS**

- ▶ Identify the spiritual, social, recreational, and emotional needs of residents and assist in meeting those needs, working directly with residents one-on-one and in groups as well as with family members as needed.
- ▶ Design, implement, and evaluate a diversified monthly schedule/calendar of individuals and group activities according to residents' interests; post activity calendar in each unit; record attendance.
- ▶ Provide opportunity for residents to participate in educational development through reading, tapes, speakers, liaisons with educational institutions, etc.; coordinate the Library Committee provide library service through cooperation with the local library.
- ▶ Provide information regarding activities to residents and families; visit participatory/bedfast residents to offer a variety of activities.
- ▶ Contribute monthly article to Westminster Village North newsletter; distribute monthly newsletter to each resident; update newsletter mailing list as needed.
- ▶ Plan and implement out-of-facility residential outings; arrange transportation.
- ▶ Maintain the resident birthday and wedding anniversary list; plan and implement monthly birthday parties for assigned unit(s).
- ▶ Assist in planning and implementing campus wide activities; decorate common areas according to season and or activities.
- ▶ Coordinate events with other departments as necessary; help make room and set up arrangements for outside groups/associations.
- ▶ Ensure that supplies are maintained at adequate levels; recommend equipment and supply needs; oversee equipment setup/maintenance schedule.

### **OTHER FUNCTIONS**

- ▶ Serve on facility committees as appointed by Director of Activities, Health Center Director, or Executive Director.
- ▶ Attend and participate in monthly departmental staff meetings.
- ▶ Assist in presentation of annual Activity Inservice.

## **EDUCATION AND/OR EXPERIENCE**

To perform this job successfully, an individual must have the following education and/or experience.

- ▶ High School Diploma or GED is essential.
- ▶ Six (6) months to one (1) year experience in related field.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ▶▶ Excellent ability to interact and communicate with a variety of people, both on a one-on-one basis and in meetings and group presentations; must be able to relate to and work with ill, disabled, emotionally upset, and sometimes hostile people; must be able to communicate in a manner understandable by older adults.
- ▶▶ Above average ability to make independent decisions and delegate responsibility and duties.
- ▶▶ Must be flexible and willing to adjust to changing environments and schedules.
- ▶▶ Proficient computer skills, including working knowledge of Microsoft Word, Microsoft Excel, PowerPoint, e-mail systems, and Internet browsers.
- ▶▶ Ability to handle multiple tasks simultaneously.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ▶▶ Ability to stand and sit for periods of time and to move intermittently throughout the workday.
- ▶▶ Good speaking and listening skills.
- ▶▶ Strong sensory skills, such as good eyesight, good hearing, and dexterity.
- ▶▶ Ability to perform focused work with close attention to detail.
- ▶▶ Ability to operate office equipment, including computers, copiers, fax machines, and phones.
- ▶▶ Ability to work both indoors and outdoors on a campus setting.
- ▶▶ Ability to interact with others, both in person and through phone, e-mail, and written correspondence.
- ▶▶ This position is classified as having occupational exposure to blood and other infectious materials.

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Employee Signature

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Date