



# ACTIVITIES ASSISTANT

JOB DESCRIPTION	
<b>Department</b>	Activities
<b>Reports to</b>	Activities Director, Nursing Home Administrator
<b>Reporting to this position</b>	None
<b>Job Classification</b>	Department Staff
<b>Position Purpose</b>	Assists in planning, organizing, implementing, and evaluating all recreational, social, intellectual, emotional and spiritual programs, in accordance with facility policy, the resident's care plan, and as directed by supervisors.

## Required Qualifications

The Activities Assistant must possess:

- ❖ A minimum of a high school diploma or its equivalent or sufficient education to demonstrate functional literacy.

## Major Duties and Responsibilities

The Activities Assistant will assist the Activities Director in creating a monthly calendar of activities written in large print and posted in a prominent location that is visible to residents and visitors.

The Activities Assistant will ensure that a copy of the monthly calendar of activities is placed in a prominent spot in each resident's room.

The Activities Assistant will interview residents or family members to obtain activity preferences.

The Activities Assistant will coordinate and assist residents in getting to activity locations within the facility.

The Activities Assistant will assist in conducting scheduled activities to promote the physical, social, and mental well-being of residents.

The Activities Assistant will document resident activity program attendance and ensure that all charted activity progress notes are informative, descriptive of the services provided, and indicate the resident's response to the service.

The Activities Assistant will observe resident mood, behavior, and degree of involvement in facility activities and report any changes or concerns to the Activities Director.

The Activities Assistant will involve residents and families in planning activities program when possible.

The Activities Assistant will assist with conducting in room activities programs for those residents who benefit from one on one visits.

The Activities Assistant will coordinate and arrange for offsite field trips and transportation needs when necessary.

The Activities Assistant will coordinate activities needs and requests with other departments in a courteous and timely manner to assure that daily activities can be performed without interruption.

The Activities Assistant will assist and coordinate activities in grant based activities such as Second Wind Dreams and BINGOCISE.

### **Additional Assigned Tasks**

- ❖ Treats all residents with dignity and respect. Promotes and protects all residents' rights.
- ❖ Establishes a culture of compliance by adhering to all facility policies and procedures. Complies with standards of business conduct, and state/federal regulations and guidelines.
- ❖ Follows appropriate safety and hygiene measures at all times to protect residents and themselves.
- ❖ Maintains confidentiality of protected health information, including verbal, written, and electronic communications.
- ❖ Reports noncompliance with policies, procedures, regulations, or breaches in confidentiality to appropriate personnel. Reports any retaliation or discrimination to HR or compliance officer.
- ❖ Reports any allegations of abuse, neglect, misappropriation of property, exploitation, or mistreatment of residents to supervisor and/or administrator. Protects residents from abuse, and cooperates with all investigations.
- ❖ Reports any occupational exposures to blood, body fluids, infectious materials, and/or hazardous chemicals in accordance with facility policy.
- ❖ Participates in all life safety and emergency drills and trainings. Fulfills responsibilities as assigned during implementation or activation of the facility's emergency plan.
- ❖ Reports work-related injuries and illnesses immediately to supervisor.
- ❖ Follows established infection control policies and procedures.
- ❖ As a condition of employment, completes all assigned training and skills competency.
- ❖ Assists in developing, implementing, and maintaining an ongoing quality assurance program for the activities department.
- ❖ Assists with obtaining necessary equipment and supplies and provide for their accessibility through organized storage.
- ❖ Performs administrative requirements, such as completing necessary forms, reports, etc., and submitting such to the Activity Director as required.
- ❖ Refers resident/families to appropriate social services personnel when indicated.
- ❖ Participates with the Administrator in developing a budget.
- ❖ Contributes to the facility efforts to maintain and/or improve quality of care through participation in the following:
  - Attends Care Plan meetings as requested.
  - Serves as a member of the QAPI Committee as requested.
  - Attends mandatory in-services and successfully complete all facility required training.

### **Personal Skills and Traits Desired/Physical Requirements/Working Conditions**

- ❖ Effective verbal and written communication skills and ability to exercise judgement.
- ❖ Ability to maintain composure in stressful situations.
- ❖ Resourcefulness.
- ❖ Strong leadership skills.
- ❖ Positive attitude.
- ❖ Ability to be organized and efficient.
- ❖ Basic computer skills.
- ❖ Ability to read, write, speak and understand the English language.
- ❖ Must be a supportive team member, contribute to and be an example of team work.
- ❖ Ability to make independent decisions when circumstances warrant such action.
- ❖ Ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
- ❖ Must have patience, tact, and willingness to deal with difficult residents, family and staff.
- ❖ Must be able to relay information concerning a resident's condition.
- ❖ Must not pose a threat to the health and safety of other individuals in the workplace.
- ❖ Must be able to move intermittently throughout the workday.
- ❖ Meet general health requirements according to facility policy, including medical and physical exams and checking immunity status to various infectious diseases.
- ❖ Ability to work beyond normal working hours and on weekends and holidays when necessary.
- ❖ Ability to assist in evacuation of residents during emergency situations.
- ❖ Ability to bend, stoop, kneel, crouch, perform overhead lifting and perform other common physical movements as needed for the position.
- ❖ May be subject to falls, burns from equipment, and/or odors throughout the day; encounter reactions from dust, tobacco smoke, disinfectants, and other air contaminants.
- ❖ Subject to exposure to infectious waste, diseases and/or conditions which include AIDS, Coronavirus, Hepatitis B, and Tuberculosis.
- ❖ May be subject to hostile or emotional residents, family members, visitors or personnel.

### **Universal Precautions Risk Classification Categories:**

1. Task may involve exposure to blood and/or body fluids.
2. Tasks do not involve contact with blood and/or body fluids but could result in performing category 1 task.
3. Task do not involve any risk of exposure to blood or body fluids.

\*The classification for this description is a **Category 2**.

### **Compliance as a Condition of Employment and Performance Appraisal**

Agreement to abide by all standards, policies, and procedures of the facility, including the facility's compliance and ethics program, is a condition of employment. Compliance will be a factor in evaluating job performance. Violations, including failure to report violations, will result in disciplinary action, up to and including termination.

This job description is intended to convey the general scope of the major duties and responsibilities inherent in this position. Other tasks not listed here may be assigned by the Administrator. Periodic revision may be necessary to reflect changes in expectations placed on long term care by various governmental agencies. This job description will be reviewed and/or revised annually and as needed.

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.

**Reasonable Accommodation Statement**

Consistent with the Americans with Disabilities Act (ADA) and Alabama Civil Rights Laws, it is the policy of Generations of Red Bay to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact Human Resources.

**EMPLOYEE ACKNOWLEDGEMENT**

I have read the above job description and understand the requirements and expectations of the position of Activities Assistant at Generations of Red Bay

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Employee's Signature

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Date

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Administrator's Signature

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Date