



ACTIVITIES DIRECTOR

JOB DESCRIPTION	
Department	Activities
Reports to	Nursing Home Administrator
Reporting to this position	Activity Assistants, Volunteer Coordinators, Beauty Shop Operators
Job Classification	Department Manager
Position Purpose	Plans, organizes, supervises and directs all administrative and operational activities of the Activities Department.

Required Qualifications

The activities program must be directed by a qualified professional who is a qualified therapeutic recreation specialist or an activities professional who:

- ❖ Is licensed or registered, if applicable, by the state in which practicing and
- ❖ Is:
 - Eligible for certification as a therapeutic recreation specialist or as an activities professional by a recognized accrediting body on or after October 1, 1990; or
 - Has 2 years of experience in a social or recreational program within the last 5 years, one of which was full-time in a therapeutic activities program; or
 - Is a qualified occupational therapist or occupational therapy assistant; or
 - Has completed a training course approved by the State.

Major Duties and Responsibilities

The Activities Director is responsible for directing the development, implementation, supervision and ongoing evaluation of the activities program designed to meet the social, psychosocial and therapeutic needs of the resident. This includes the completion and/or directing/delegating the completion of the activities component of the comprehensive assessment; and contributing to and/or directing/delegating the contribution to the comprehensive care plan goals and approaches that are individualized to match the skills, abilities, and interests/preferences of each resident in compliance with Federal and State regulations.

Directing the activity program includes scheduling of activities, both individual and groups, implementing and/or delegating the implementation of recreational, educational, cultural and arts and crafts programs, monitoring the response, reviewing and evaluating the response to the programs to determine if the activities meet the assessed needs of the resident, and making revisions as necessary. The Director ensures that scheduled program activities are carried out seven days per week. Activities are to be tailored to the resident's unique requirements and skills. At least one individual activity is planned for residents who are unable or unwilling to

participate in group activities daily. Oversees the transportation of residents to social activities programs inside and outside the facility.

The Activities Director is responsible for the assurance of resident safety during activities and items that are safety hazards are strictly controlled. Harmful items will be monitored closely during resident use and put away immediately after each use. Activity cabinets and closets are locked at all times when not in immediate use.

The Activities Director is required to perform a variety of administrative functions pertaining to departmental operations, such as but not limited to, assisting with the orientation of newly hired staff; development of departmental policies and procedures; delegation of work assignments of staff; completion of employee performance evaluations and the development of formal and informal staff educational in-service programs to ensure the highest level of quality care possible is provided to residents.

The Director also oversees the facility's volunteer program to include monitoring the activities of volunteer staff members to ensure that the rights of residents are respected. Occasionally supervise student practices in Leisure Studies and related educational areas.

The Activities Director monitors the schedule and services provided by the Beauty Shop Operators.

The Activities Director will oversee activities in grant based activities such as Second Wind Dreams and BINGOCISE.

The Activities Director will participate in the Manager of the Day weekend program with other members of facility management.

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.
- ❖ Prepares a monthly calendar of activities written in large print and posted in a prominent location that is visible to residents and visitors.
- ❖ Assesses resident needs and develops resident activities goals for the written care plan.
- ❖ Encourages resident participation in activities and documents outcomes.

- ❖ Reviews goals and progress notes.
- ❖ Properly documents MDS reports and progress notes.

- ❖ Obtains necessary equipment and supplies and provides for their accessibility through organized storage.
- ❖ 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.
 - Serves as a member of the QAPI Committee.
 - Serves as a member of the Behavior Management Committee.
 - Attends Department Head Meetings.
 - Attends mandatory in-services.
 - Successfully completes the facility required training, and the Activity Director Licensure continuing education requirements.

Personal Skills and Traits Desired/ Physical Requirements

- ❖ Good 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 coordinate and conduct meetings, set and achieve goals.
- ❖ Ability to be organized and efficient.
- ❖ Basic computer skills.
- ❖ CPR licensed and trained in first aid.
- ❖ 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 Treatment Nurse at *Generations of Red Bay*.

Employee's Signature

Date

Supervisor's Signature

Date