

CHENEY ASSISTED LIVING

JOB DESCRIPTION

ACTIVITY DIRECTOR

PURPOSE: To insure the coordination, development and maintenance of a quality activity program, utilizing staff expertise and family and community resources.

QUALIFICATIONS: Wherever possible all applicants will have completed a minimum 36-hour Activity Directors' course. The applicant will be a high school graduate with two years of experience in a social or recreation program in a long-term care setting within the last five years, one year of which was full time in a patient activities program, or have a baccalaureate degree in Therapeutic Recreation, or equivalent Recreation degree.

PERSONAL CHARACTERISTICS: The successful Activity Director must be eighteen (18) years of age or older with the following:

- A sincere interest and desire to work with long-term care residents.
- Motivation and ability to work with a team.
- Ability to motivate people.
- Ability to effectively communicate with staff, residents, families and public.
- Ability to work varied hours, nights, weekends, and holidays.
- Ability to problem-solve.
- Ability to delegate job functions and supervise volunteers.

DEFINITION: The Activity Director is responsible for developing, organizing and coordinating the available facility and community resources to provide the highest quality activity program while meeting the needs and interests of the residents. This position is responsible to the Administrator/Social Service Director of the facility in providing an activity program that meets state, federal, and facility expectations.

DUTIES: The duties of the position include but are not limited to, the following:

- Attend and contribute to facility staff meetings.
- Support and follow facility assignments.
- Interview and assess all residents and develop a plan to meet their needs and desires, and include assessment information in the resident record. Regularly update the assessment and plan.
- Attend and contribute to resident care planning meetings.
- Based upon the assessment, develop an activity plan with measurable objectives consistent with the negotiated service plan.
- Document the patient's progress (or lack of it), evaluate the effectiveness in meeting the resident needs, and change the plan to meet resident needs and changes in condition.

- Organize the Activity Calendar to meet state, federal and facility expectations posting the calendar throughout the facility.
- In conjunction with resident input, develop an offering of varied activities which are based on the needs and interests of the residents, using facility and community resources.
- Document resident participation in activity offerings.
- Organize and monitor volunteers, their records, including processing of all background investigations and initial record documentation file.
- Submit monthly status reports to the Administrator/Social Service Director regarding budget, Resident's Council, volunteer participation and general participation of residents.
- Plan and maintain budget.
- Supervise assistants, volunteers coordinating their recruitment, orientation and training.
- Assist the residents in the operation of the resident representative group. Insure the minutes of each meeting are recorded and promptly submitted to the Administrator/Social Service Director.
- Coordinate the development of the facility newsletter and news releases to local newspapers and other media.
- Evaluate the overall effectiveness of the resident activity program and, as necessary, modify the program to meet patient needs and interests.
- Communicate and interpret the activity program to prospective residents, families and community groups.
- Maintain compliance with the local, state, federal and company policies regarding activity programs.
- Arrange for facility sponsored community trips.
- Other duties as deemed necessary by the Administrator/Social Service Director.

I acknowledge that I have received a personal copy of my job description, that I will become familiar with it and perform it to the best of my ability under the direction set forth.

Signature of Employee

Date

Signature of Supervisor

Date