



Activities Professional Job Description

RESPONSIBILITIES

- Plan, implement and monitor activity programs to meet the specific needs of residents; which may include, but not be limited to:
 1. Group social activities
 2. Indoor and outdoor activities
 3. Spiritual programs
 4. Opportunity for resident involvement in planning and implementation of activities programming
 5. One to one attention
 6. Promotion of facility/community interaction
- Assess resident needs and develop resident activities goals for the written care plan
- Encourage resident participation in activities and document outcomes
- Review goals and progress notes
- Properly document MDS reports and progress notes
- Attend care plan meetings as necessary
- Provide programs and events that encourage engagement and socialization to help support high quality of life for our residents.
- Assist in planning monthly opportunities (activities) calendar for community
- Ensure activities programs meet all local, state and federal regulations
- Assist maintenance of department related supplies and maintain a clean and safe program area
- Participate in staff, and other meetings as necessary, as well as professional training as appropriate.
- Maintain a professional image and manner consistent with Galeons mission and goals.
- Act as a role model with values of caring, honesty, respect, and responsibility into the daily operation of the Wellness department.
- Assist in integration of all areas of care on campus as part of an all-inclusive activities program.
- Assume other duties deemed necessary by supervisor

EDUCATION AND EXPERIENCE:

- High school diploma
- Experience working in long term care, preferred

SKILLS AND COMPETENCIES/KNOW HOW:

- Ability to plan, implement and prioritize work responsibilities and make adjustments as necessary to achieve excellent customer service
- Courteous and helpful with a keen appreciation of the public relations aspects of this position
- Ability to effectively present information in one-to-one and small, and large group situations to residents, tenants, families and team members
- Be flexible by adapting decisions, actions, and hours worked to facilitate the most productive work environment, including possible occasional weekends and evenings
- Ability to handle stressful situations in a professional manner, including angry residents, family members, or guests.

PHYSICAL DEMANDS:

- Ability to lift up to 10 pounds from the ground to over head
- Ability to push residents long distances, up and down ramps, and around obstacles.
- At times, be able to lift amounts up to 50 lbs.

- Ability to bend, stoop, contort body to get into hard to reach places.
- Ability to kneel for extended periods of time
- Ability to walk long distances, repeatedly throughout the work day

SUMMARY OF OCCUPATIONAL EXPOSURES:

- Bloodborne Pathogens: Tasks and procedures performed by employee involve risks classified by CDC as: Category II (Activity performed without blood exposure but exposure may occur in emergency)

OTHER CONSIDERATIONS AND REQUIREMENTS:

- Must complete Health Care Academy yearly and all other required trainings.
- Employee must be able to work without close supervision.
- Supervisory personnel will be required to handle employees in a manner that assists them in their ability to function effectively.
- Employee may be asked to perform other duties or tasks not identified in this list, but which are within the competence of someone with the above skills.
- The employer reserves the right to modify this job description based upon the company needs.

Employee Signature: _____

Date: _____

Employer Signature: _____

Date: _____