



JOB DESCRIPTION

TITLE: Activity Aide DEPT: Activities ACCOUNTABLE TO: Activity Director

FLSA STATUS: Non-exempt hourly

POSITION SUMMARY:

Assists the Activity Director with the assessment of resident abilities, limitations, and preferences related to activities. Assists in planning for and providing group and individual activities for the residents. Duties involve personal contact with a varying resident population and varied work schedule that may include some weekends, evenings, and holidays. Tasks also involve progress documentation, other record keeping, attention to the environment, use of supplies and equipment, and maintenance of storage areas.

COMMITMENT TO OUR MISSION: We provide a place of **safety** and **security** where everyone is treated with **love, compassion & dignity.**

ESSENTIAL RESPONSIBILITIES:

Group

1. Coordinates schedules assuring area to be used for activity is available
2. Set areas up as needed for the type of activity planned
3. Remind staff of activities scheduled and residents who desire to participate
4. Assist with transport of residents to the activity area
5. Follow the instructions for the activity as directed
6. Observe individual resident participation and responses during the activity
7. Assist residents back to living areas at the conclusion of the activity
8. Notify nursing of resident behaviors which may indicate medical problems
9. Perform record keeping/documentation tasks
10. Prepare snack at snack time and assist with taking residents to bathroom immediately following snack

INDIVIDUAL

1. Interact appropriately and effectively in one-to-one activities according to the resident's strengths and limitations
2. Be aware of individual cognitive, emotional, and psychosocial impairments
3. Keep records of sensory stimulation or other type of activity and resident's response
4. Help maintain a pleasant and cheerful home environment
5. Help with putting up, taking down, and storing seasonal decorations
6. Help care for plants
7. Assist residents to display calendars, pictures, cards, or other mementos in their rooms
8. Make a monthly activity calendar and follow it. Place in a location visible to families

9. Deliver and read mail as needed
10. Participate in and promote staff participation in community-wide special activities such as dress-up days and special observances
11. Attend mandatory in-service meetings
12. Assess residents and participate with the Activity Director in formulating an individual plan of care for each resident
13. Basic computer skills (Including – Word, Excel, PowerPoint & Outlook)

ASSIGNED TASKS:

1. Assist with activities as directed by the Activity Director and in accordance with each resident's plan of care
2. Chaperone scheduled activities away from the community grounds
3. Help maintain a pleasant and cheerful environment
 - a. Help with putting up, taking down, and storing seasonal decorations
 - b. Help care for plants and animals
 - c. Assist residents to display calendars, pictures, cards, or other mementos in their rooms
4. Assist with other tasks as directed by the Activity Director
 - a. Address, stamp, stuff, and mail the monthly calendars. File photos regularly
 - b. Keep activity closets organized
5. Participate in and promote staff participation in community-wide special activities such as dress-up days and special observances
6. Attend activity department in-services or workshops as directed by the Activity Director
7. Continue resident assessment and care planning and supervision of the activity program in the absence of the Activity Director
8. Assist with other tasks as directed

QUALIFICATIONS

1. A High School diploma/GED
2. Must be able to read, write, speak, and comprehend English
3. Experience in caregiving with strong desire to engage with Dementia residents
4. Knowledge of how to communicate with persons with dementia and their families as well as with other staff, health professionals, and managers
5. Ability to work in a team environment. Strong communication and interpersonal skills
6. Empathy for the challenges experienced by residents, families and team members and problem-solving skill sets to support them
7. Strong computer skills and ability to interact with a variety of electronic devices
8. Ability to communicate effectively verbally and in writing using the English language
9. Ability to handle multiple tasks simultaneously
10. Ability to work a flexible schedule, including weekends and holidays

PHYSICAL REQUIREMENTS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be ambulatory to move around the community, grounds and to carry out assignments.

2. Able to lift up to 50 lbs., bend to the floor, reach above head level, sit, to perform repetitive movements with arms and legs and to be on one's feet for extended periods of time.
3. While performing the duties of the job, the employee may perform extensive keystroke tasks.

WORK ENVIRONMENT:

The requirements and work environment described below is representative of those an employee may encounter while performing the essential functions of this job:

1. While performing the duties of this job, the employee could be exposed to a healthcare environment with potential exposure to blood and body fluids.
2. The noise level in the work environment is usually moderate.
3. While performing the duties of this job, employee may encounter behavior incidents from residents that are violent in nature or cause physical harm.

JOB DESCRIPTION ACKNOWLEDGEMENT:

By signing below, I acknowledge that I have reviewed, understand and am able to fulfill the Activity Aide role and responsibilities and will notify my supervisor if, at any time, I am unable to fulfill my responsibilities or I am injured on the job. Further, I acknowledge that access to confidential resident and company information is inherent to my role and responsibilities. Accordingly, I agree to comply with Federal and State laws and company policies and procedures that govern the access, use and disclosure of such information. In addition, I agree to limit uses, disclosures and requests for resident and company information to that which is reasonably necessary to accomplish the intended purpose of the use, disclosure, or request. I understand that I am subject to disciplinary action up to and including termination for failure to comply with any company policy or procedure regarding access, use and disclosure of confidential information.

In addition, I acknowledge and understand that it is my responsibility to immediately inform my supervisor or senior management of the company of any actual or perceived improper activities and any other job-related concerns. Further, I understand that the company has a sincere interest in working with employees personally to resolve potential issues without the interference of an outside party, such as a union. To that end, the company has an Open-Door Policy in which I may and am encouraged to openly discuss any concerns that I may have with my supervisor or, if need be senior management. Finally, I acknowledge and understand that this document is not a contract or legal document and the company reserves the right to revise the essential position functions as warranted.

Employee Printed Name: _____

Employee Signature: _____

Date: _____

Business Office Mgr. Signature: _____

Date: _____