



Grace Senior Services, Inc.

Job Description

Department: Activity Department

Position: Activities Director

Responsible to: Administrator

Scope of Position: To assist in any way, the development and growth of the Activities Program at Grace Senior Services.

Qualifications:

a. Education: Degree as Therapeutic Recreation Specialist

b. Experience/Skills:

1. Previous experience in activities/recreational therapy in a nursing home and/or senior housing setting, as well as management expertise.
2. Has two years of experience in a social or recreation program within the last 5 years, one of which was a full-time in a patient activities program in a health care setting.
3. Leadership and management skills consistent with the scope of this position.
4. Creditable communication skills, written and verbal, including ability to read aloud, speak in front of groups and formulate ideas on paper, manage this department, and interface with other professionals.
5. Ethical conflict resolution skills.
6. Alertness, judgment, initiative, and mathematical ability.
7. Ability to operate a motor vehicle.
8. Basic computer skills.
9. Considerable knowledge of principles and practices of personnel administration.

c. Ability to communicate effectively in writing as well as verbally.

d. Positive, caring attitude and ability to work well with others.

Responsibilities of this position (Job Specific):

1. Complete all application material upon admission/discharge for all Adult Day Care Clients.
2. Maintain current information on client/resident care plan and attend care conferences.
3. Set up, implement adult day care, care conferences.
4. Handle all Adult Day Care charting.
5. Make initial visits and follow-up visits with each client/resident to assess current activity needs.

6. Willing to work regular hours, occasional weekends and evenings.
7. Enter appropriate charting/notes in client/resident charts and assessments.
8. Audit charts and client/resident participation.
9. Assist in client/resident care as able and qualified.
10. Develop, implement, direct and evaluate activity/recreation programming.
11. Participate in the development of company policies and procedures, goals, objectives and systems.
12. Manage all areas of activities, including budget planning.
13. Meet requirements of Federal and State Health Departments and other regulatory entities as they relate to all activities areas.
14. Order supplies needed for activities and assist in the supply needs for facility.
15. Relate well and develops trusting relationships with the professional and lay community.
16. Represent and promote the facility events and events held in our community and in area.
17. Participate in marketing and speaking engagements for the company.
18. Delegate department responsibilities as appropriate.
19. Communicate monthly requests for activity dietary needs to Cook/Dietary Supervisor.
20. Coordinate, direct, and recruit volunteers.
21. Maintain professional growth and development through seminars, conferences and professional affiliations.
22. Supply client/resident spiritual, physical, intellectual, emotional and social needs.
23. Assist with both Assisted Living & Adult Day Care survey process.
24. Must be able to perform diverse tasks.

25. Assist in plans for staffing needs, hiring, scheduling of staff, explain employee handbook and policies with new hires. Train new activity staff upon hire, supervise activity staff, conduct reviews, offer staff additional training when needed, ensure all activity staff have the correct amount of in-services.
26. Offer staff training for CPR and First Aid.
27. Set-up, conduct outings and special events for facility.
28. Create monthly calendar of activities for Adult Day Care & Assisted Living.
29. Transport clients/residents as needed (in company vehicle(s)).

30. Dispense medication at appropriate times, notifying nurse of any problems etc.
31. Lead activities in other buildings as needed. Send activity staff to appropriate building when needed.
32. Use safety precautions when in contact with chemicals.
33. Demonstrate and practice good hand washing techniques.
34. Demonstrate and perform proper body mechanics while transporting, transferring, or assign client/resident to walk. Use lifts and transfer belts correctly as instructed from facility RN or LPN
35. Notify Nursing of any client/resident concerns.
36. Respond appropriately to safety hazards, fire, and other emergency situations.
37. Enhance building's public relations through speaking engagements, senior center contacts, etc., and creates "human interest" through press releases and advertisements, thus maintaining positive building integrity and visibility.
38. Understand this is a salaried position and gives four weeks notice of intent to terminate employment in the position.

General Expectations (All Employee Expectations):

1. In-services/meetings
 - a. Attend all mandatory staff meetings, departmental and interdepartmental in-services as required.
 - b. Participate in client/resident care conferences and other facility meetings as required.
2. Infection Control
 - a. Demonstrate knowledge of infection control throughout the facility.
 - b. Demonstrate and use Universal Precautions in accordance with established procedures.
 - c. Report all exposures in accordance with OSHA and Grace Senior Services, Inc. policies and procedures.
 - d. Demonstrate safe food handling procedures.
3. Safety
 - a. Is knowledgeable of, observes and follows all safety rules and regulations of the facility.
 - b. Report injuries/accidents immediately to Human Resource Department.
 - c. Respond appropriately to safety conditions, fire drills, and emergency situations.
 - d. Recognize and eliminate safety hazards and reports equipment that is not working properly to the appropriate department.
 - e. Follow established guidelines when using equipment, supplies and chemicals.
 - f. Uses good body mechanics and assistive devices when appropriate.
4. Dress Code
 - a. Follow dress code appropriate to position per Grace Senior Services, Inc. policy.
 - b. Wear nametag at all times and maintain excellent personal hygiene and grooming.
5. Smoking
 - a. Follow Grace Senior Services, Inc. policy guidelines regarding no on site smoking unless in designated areas.

6. Breaks
 - a. Comply with departmental policy within established Grace Senior Services, Inc. guidelines.
7. Attendance
 - a. Utilize reliable transportation to ensure timely arrival for each scheduled shift.
 - b. Provide proper notice of tardiness and absences to management team.
 - c. Maintains a level of attendance that meets or exceeds the definition of satisfactory attendance illustrated in Grace Senior Services, Inc. employee policy.
8. Respect client/resident rights and maintains strict confidentiality regarding residents and their protected personal information in accordance with HIPAA guidelines.
9. Is aware of and adheres to the Resident Bill of Rights and Code of Ethics
10. Understand and adhere to the abuse prohibition guidelines of the Vulnerable Adult Act, and is familiar with prescribed reporting guidelines and expectations.
11. Must be free of active, contagious diseases, i.e. tuberculosis, etc.
12. Receive a “not disqualified” criminal background result from the Minnesota Department of Human Services.

This Job Description is not intended to be all-inclusive. The employee will also perform other reasonable related duties as assigned by the supervisor or other management personnel.

I understand I am an at-will employee and can be terminated at any time for any reason. I also understand that my employment can be terminated with or without cause and with or without notice, at the option of myself or of the company. Management reserves the right to change job responsibilities, expectations or hours as needs prevail. This document is for management communication only and is not intended to imply a written or implied contract of employment.

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I have read this Job Description and understand the qualifications and requirements. I agree to accept the responsibilities and duties as outlined, and to the best of my knowledge and ability, I believe that I can perform the essential functions of this position with or without reasonable accommodation.

Employee

Date

Department Manager/Designee, Title

Date

