

## WESTMINSTER VILLAGE

### JOB DESCRIPTION

**TITLE:** Activities Assistant

**EXEMPT STATUS:** Non-Exempt

**REPORTS TO:** Activities Coordinator

#### **GENERAL SUMMARY:**

The Activities Assistant is responsible for the documentation as required by state and federal regulations and assisting in the implementation of a varied activity program designed to meet the physical, emotional and spiritual needs of Health Center or Assisted Living residents.

#### **PRINCIPAL DUTIES:**

##### **Essential Job Duties:**

1. Leads residents in activities as assigned. Recruits volunteers to lead activities as needed.
2. Reviews resident activity needs, and completes required documentation based on individual needs and resident interest as assigned.
3. Assists in the planning and implementation of recreation activities, which meet the scope of the residents needs.
4. Suggests a program of recreation activities to relatives for use with discharged residents; refers relatives to recreation resources and services available in the community, when requested by Social Services.
5. Coordinates Health Center or Assisted Living Resident Council Meetings as assigned. Attends and records minutes of the assigned meetings with the approval of the residents in attendance.
6. Under the guidance of the Activities Coordinator, maintain accurate documentation of resident's progress and responses to programs.
7. Performs and directs the movement of residents to and from recreational areas.
8. Prepares and maintains pertinent medical records, reports, studies and schedules as well as attending meetings in accordance with state and federal regulations.

9. Assists with the planning, decorations and entertainment for all community wide events
10. Inventories supplies and equipment. Inspects recreation equipment to determine repair and maintenance needs and cleanliness. Responsible for the appearance and condition of Activities rooms and supplies. Participates in controlling department costs.
11. Interprets the goals and objectives of the recreational program to staff, volunteers, relatives and the public.
12. Under the direction of the Activities Coordinator, directs volunteer activities, enlists their support and coordinates their efforts; provides training and supervision of volunteers.

**Other Duties:**

1. Accompanies residents on trips when necessary.
2. Attends in-service training and education sessions as assigned.
3. Accomplishes all work in the order of priority set by supervisor.
4. Performs specific work duties and responsibilities as assigned by the Activities Coordinator.

**QUALIFICATIONS:**

1. Degree in recreational therapy and/or Activity Director Certification or High School education preferred.
2. Two years of appropriate professional experience in geriatrics, recreation, or social administration preferred.
3. Ability to communicate effectively in English and perform simple arithmetic.
4. Computer experience.

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS:**

Frequent standing, stooping, bending, stretching, squatting for approximately 60% of workday. Must be able to lift and carry up to 50 lbs. occasionally. Must be able to push residents weighing up to 250 lbs. in gerichairs and/or wheelchairs. May be exposed to communicable diseases, HIV and Hepatitis B viruses, industrial and household chemicals, offensive odors and combative behavior.

## **HOSPITALITY FOCUS:**

The Westminster Village fully embraces a culture of hospitality. To that end, we include the following hospitality promises as a guide for our interpersonal interactions with residents, co-workers, and guests:

1. We greet residents, employees and guests warmly, by name and with a smile.
2. We treat everyone with courteous respect.
3. We strive to anticipate resident, employee and guest needs and act accordingly.
4. We listen and respond enthusiastically in a timely manner.
5. We hold ourselves and one another accountable.
6. We embrace and value our differences.
7. We make residents, employees and guests feel important.
8. We ask “Is there anything else I can do for you?”
9. We maintain high levels of professionalism, both in conduct and appearance, at all times.
10. We pay attention to details.