

WESTMINSTER VILLAGE
JOB DESCRIPTION

TITLE: Activities Coordinator

EXEMPT STATUS: Exempt

REPORTS TO: Administrator

GENERAL SUMMARY:

The Activities Coordinator is responsible for supervising the planning and coordinating of a wide and varied scope of activities and programming, which meet the social and recreational needs of the Assisted Living and Health Center resident population.

PRINCIPLE DUTIES:

Essential Job Duties:

1. Responsible for scheduling and supervising of the Assisted Living and Health Center Activities staff, delegating tasks and oversees compliance.
2. Provides training and support for the Assisted Living and Health Center Activities staff.
3. Recommends personnel actions following community policy and procedures.
4. Responsible for coordinating and implementing a wide scope of social and recreational activities with the intent of including all residents.
5. Responsible for arranging transportation to events and programs when necessary, including van transportation and other vehicle transportation, scheduling community driver or outside resource.
6. Posts and/or distributes information and material regarding events, programs, activities, etc.
7. Writes and/or coordinates materials for the Assisted Living and Health Center Activities newsletter, insures posting or distribution of information and material regarding events, programs, activities etc.
8. Orders necessary supplies, films, crafts, etc. when requested.
9. Coordinates the orientation of new employees.

10. Participate in interdisciplinary care plan process, assuring paperwork compliance for the department and serving an active member of the interdisciplinary care plan team.
11. Assess or coordinate assessment of resident activity interests on an ongoing basis and use these interests to help develop the calendar.
12. Fully embrace a culture of hospitality which includes following hospitality promises in all job duties.

Other Duties:

1. Encourages residents to take an active part in the community and recreational programs.
2. Assists residents in determining the level and quantity of activity.
3. Prepares and maintains required reports and records.
4. Participates in controlling department costs.
5. Attends in-service training and education sessions, as assigned.
6. Accompanies residents on trips as necessary.
7. Performs specific work duties and responsibilities as assigned by Administrator.
8. Take direction from MDS nurse in regards to care plan and MDS matters.

QUALIFICATIONS:

1. Meets requirements as listed in the CMS & Indiana regulations. Degree in recreational therapy or related field and/or Associates Degree preferred, Health Center Activity Director Certification.
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 knowledge and experience required.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Frequent standing, stooping, bending, stretching, squatting for approximately 60% of work day. 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.

WELLNESS FOCUS:

The Westminster Village employees are expected to promote a healthy community culture for all residents and employees. This is a whole-person approach to health and wellness which includes eight dimensions of wellness: Emotional, Environmental, Health Services, Intellectual, Physical, Social, Spiritual and Vocational. Through these efforts we can ensure and exceed residents’ wellness needs relating to their mind, body and soul, which may also have a positive effect on the employees, as a result.