

Position:	Activities Assistant
Supervision Given To:	N/A
Supervision Received From:	Activities Director

Job Summary:

This position assists the Activity Director in establishing a program of activities that is stimulating and that fosters a positive atmosphere through leisure activities that meet the spiritual, cultural, physical, intellectual and social needs of residents both inside and outside the Community.

Job Duties:

Essential Functions

- Support the mission, vision, and culture of the organization through positive communication and leadership.
- Contribute to Community relationships by demonstrating cooperation and professional conduct with residents, families, fellow associates, physicians, pharmacies and other vendors or persons.
- Contribute to team effort by being flexible in work assignments; by furnishing support; by taking initiative; and by understanding how this position affects and compliments all other Community positions.
- Able to maintain work pace appropriate to given workload. Perform activities on schedule while maintaining regular attendance and punctuality within specified tolerance.
- Approach all encounters with residents and employees in a friendly, service-oriented manner.
- Assist with planning and implementing events and activities.
- Promote residents attendance at events and activities.
- Assist in preparation of activity calendar and input of newsletter.
- Conduct activity programs as assigned.
- Drive community van and bus.
- Assist residents entering and exiting van or bus.
- Assist with decorations for holidays and special occasions.
- Assist residents with gardening projects.
- Assist with group activities, sing-a-longs, exercise classes.

Added Responsibilities

- Respond appropriately to changes in the work setting.
- Perform other related assignments as required.
- Assist Community Relations Director with large community events.
- Assist the front desk, dining room, and yard work as needed.
- Be familiar with Policies & Procedures Manual and Associate Handbook.

Accountabilities:

- Act on constructive feedback by listening to supervisor(s), customers and peers and use it to improve performance.
- Maintain resident, employee, and community confidentiality.
- Respect Resident's Rights.
- Demonstrate positive attitude and ability to work well with all people, particularly the elderly.
- Promote positive work environment that emphasizes teamwork.
- Demonstrate willingness to help other staff whenever needed.

Job Specifications:

Skill

- **Must be at least 18 years old**
- **Must have required health screening, TB clearance, and criminal record clearance**
- This position requires a high school diploma or equivalent certificate, computer literacy, and experience working with elderly.
- Must possess valid First Aid Certification, a valid license to drive a passenger vehicle, state required licenses, and a clean motor vehicle report.
- Must also be available for weekend coverage and on-call emergency situations on a rotating basis.
- Operate a VCR, DVD, and stereo system.
- Demonstrate positive attitude and ability to work well with all people, particularly the elderly.
- Promote positive work environment that emphasizes teamwork.
- Demonstrate willingness to help other staff whenever needed.

Effort

- Maintain mental alertness, attention, and concentration for necessary periods.
- Apply common sense understanding and carry out instructions (written, oral or diagrammatic).
- Adapt to situations requiring the precise attainment of set limits, tolerances, or standards.
- Regularly required to sit and talk or listen.
- Able to stand, stoop and bend frequently, lift up to 20 pounds and push up to 40 pounds. Also must have the ability to talk, hear, sit, use hands and fingers, handle/feel objects, tools or controls, and reach with hands and arms.
- Specific vision requirements for this job include close vision, depth perception, and the ability to adjust the focus of the eyes.

The physical demands described must be met by every associate. Reasonable accommodations may be considered to enable individuals with disabilities to perform essential job functions.

Working Conditions

- Must be willing and able to work required and scheduled shifts, including evenings, weekends, overtime and holidays.
- The noise level in the work environment is usually moderate to noisy.

Print Associate Name	
_____	_____
Associate Signature	Date
_____	_____
Supervisor	Date