

DIRECTOR OF ACTIVITIES JOB DESCRIPTION

GENERAL PURPOSE:

To plan, develop, organize, implement, evaluate and direct the Activity Programs in accordance with current federal, state and local standards governing the facility, and as may be directed by the Administrator, to ensure that the spiritual development, emotional, recreational and social needs of the residents are met and maintained on an individual basis.

QUALIFICATIONS:

- Must have 2 years experience as a long term care activity director or previous work experience under a certified activity consultant or worked in a social or recreational setting.
- * Must be at least 18 years of age.
- * Completion of secondary education or otherwise show ability to read, write and follow oral and written directions.
- * Must speak and understand English.
- * Patience, tact, enthusiasm and positive attitude toward the elderly.

ESSENTIAL JOB FUNCTIONS:

A. Administrative Functions

Duties:

Plan, develop, organize, implement, evaluate and direct the Activity Programs of the facility; plan and schedule movies, parties, games, projects, crafts, resources and field trips for residents at least one month in advance; compile and maintain current activity schedules; provide craft supplies, materials, library services, tapes, records and braille reading materials and assist and supervise residents with activities; assist bed patients with writing letters, running errands, making appointments, etc.; ensure that necessary forms, charge slips, reports and progress notes are properly completed and contain informative descriptions of the services provided and the resident's responses to the services; participate in community planning, development and implementation of activities programs, resident assessments and discharge planning to meet the needs of the facility, the residents and their families; and coordinate the activities programs with the residents, their families, staff members and community agencies through interviews, consultants and direct involvement in the programs.

PHYSICAL AND SENSORY REQUIREMENTS (WITH OR WITHOUT THE AID OF MECHANICAL DEVICES):

Walking, reaching, bending, lifting, fine hand coordination, ability to read and write in English, ability to communicate with residents, families, personnel and support agencies and ability to remain calm under stress.

B. QUALITY ASSURANCE FUNCTIONS

Duties:

Assist in identifying and monitoring the spiritual, social, recreational and emotional needs of the residents through routine interviews, visits and consultations with residents and their families; promptly report to nursing personnel any noticeable changes in residents' conditions; meet with personnel on a regularly scheduled basis and solicit advice from inter-department supervisors concerning the activities programs; ensure that nursing supervisors assist residents with selection of activities in compliance with physician orders and encourage patients to develop physical and educational skills through participation in activities; and develop and maintain rapport with all services to ensure that a team effort is achieved in developing activities for all residents.

PHYSICAL AND SENSORY REQUIREMENTS (WITH OR WITHOUT THE AID OF MECHANICAL DEVICES):

Walking, reaching, bending, lifting, fine hand coordination, ability to read and write in English, ability to communicate with residents, families, personnel and support agencies and ability to remain calm under stress.

C. Residents Rights Functions:

Duties:

Maintain resident confidentiality; treat residents with kindness, dignity and respect; know and comply with Residents' Rights rules; monitor activities to ensure that residents' emotional, recreational and social needs are met; and review, promptly report to the Administrator and maintain written records of all resident complaints and grievances.

PHYSICAL AND SENSORY REQUIREMENTS (WITH OR WITHOUT THE AID OF MECHANICAL DEVICES):

Ability to communicate with residents and ability to remain calm under stress.

OTHER JOB FUNCTIONS:

A. Planning and Inventory Functions

Duties:

Recommend to the Administrator the equipment, material and supply needs for the activities programs; assist in the order and purchase of equipment, materials and supplies as necessary; assist in developing and monitoring adequate and cost effective inventory control procedures; make periodic inspections of supplies and equipment to ensure that adequate levels are maintained and that supplies are available for activities; forecast needs of the department and assist in preparing and planning the budget for the activities programs and submit to the Administrator for review; and maintain current written records of department expenditures.

PHYSICAL AND SENSORY REQUIREMENTS (WITH OR WITHOUT AID OF MECHANICAL DEVICES):

Walking, reaching, bending, ability to communicate with residents, personnel, vendors and support agencies and ability to read and write in English.

B. Safety Functions:

Duties:

Promptly report accidents, incidents, unsafe and hazardous conditions and equipment and ensure that established safety rules and regulations are followed at all times.

PHYSICAL AND SENSORY REQUIREMENTS (WITH OR WITHOUT THE AID OF MECHANICAL DEVICES):

Ability to communicate with personnel, ability to read and write in English and ability to distinguish smells.

C. Staff Development Functions:

Duties:

Maintain professional competence through attendance and participation in continuing education programs, seminars and professional activities and programs.

PHYSICAL AND SENORY REQUIREMENTS (WITH OR WITHOUT THE AID OF MECHANICAL DEVICES):

Ability to read and write in English and ability to understand and apply training and education.

D. All Other Duties as Assigned

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice and that I am an at-will employee.

Date

Employee

Supervisor