

BAY COUNTY MEDICAL CARE FACILITY

JOB DESCRIPTION

DATE: 8/1/2011

F.L.S.A.Class: Non-Exempt

TITLE: ASSISTANT ACTIVITIES DIRECTOR
REPORTS TO: ACTIVITIES DIRECTOR

JOB SUMMARY:

Under the general direction of the Activities Director, assists in the planning, development, coordination, and implementation of a variety of recreational activities and programs designed to meet the needs of the residents of Bay County Medical Care Facility. Coordinates the activities of staff and volunteers.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Assists in planning, developing, coordinating, and implementation of a variety of recreational activities and programs designed to meet the needs of the resident.
2. Performs initial and follow-up assessments of residents determining needs/desires, monitors resident participation, progress and attendance in activities and re-evaluates goals as needed with the supervisor.
3. Trains, schedules, and provides leadership to staff and volunteers, and provides counsel as circumstances warrant.
4. Reviews weekly schedule of activities determining staff and materials needed.
5. Attends and participates in family care conferences and special resident review meetings.
6. Is knowledgeable of Resident Rights and ensures resident privacy and dignity and helps ensure a safe, secure environment for all residents.
7. Completes annual Inservice training requirements, maintains acceptable attendance, and dresses in accordance with Dress Code Policy.
8. Responsible for appropriate use of Facility supplies and equipment to minimize loss, waste and fraud.
9. Maintains confidentiality of all data, including resident, employee and Facility information.
10. Performs other duties as assigned

JOB QUALIFICATIONS:

1. The job requires knowledge normally acquired through the completion of a high school diploma, or equivalent, and specialized training in NAAP/NCCAP Basics.
2. One to two years of experience in activity program planning in a nursing home, long-term care facility, or hospital is required.
3. NAAP/NCCAP Basic Certification.

4. Valid State of Michigan C.N.A. license
5. Valid, unrestricted drivers license
6. Accompany, assist and oversee residents on outings, must be able to bend, twist and stoop on a regular basis and be able to lift a minimum of 50 pounds.
7. Leadership skills necessary to coordinate, provide guidance, and review the work of assigned staff and volunteers.
8. Interpersonal skills necessary to effectively communicate with all levels of personnel residents, and families.
9. Mental ability to handle pressures related to dealing with the concerns of residents and their families, meeting deadlines, and completing paperwork requiring concentration and attention to detail.
10. Physical ability to occasionally sit at a computer terminal for extended periods of time, participate in recreational activities and transport boxes of supplies and materials weighing up to 25 pounds.

WORKING CONDITIONS:

1. Time is split between a resident care environment with minimal exposure to communicable diseases when using universal precaution methods and a normal office environment.
2. On-call availability to handle emergency situations, etc. at all hours is required. Evening and weekend hours may be occasionally required.

Every employee at Bay County Medical Care Facility is entitled to a safe and healthful workplace. All employees will follow safe and healthful work practices, obey safety and health rules and regulations, and work in a manner which maintains high safety and health standards. The Facility will provide and maintain safe and healthful working conditions, and we will establish and insist upon work methods and practices that promote a safe and healthful workplace at all times.

The job duties and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions of this position.

This Job Description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

I have received, read and understand the above Job Description and Description of Physical Demands.

EMPLOYEE

DATE