

Ebenezer

POSITION DESCRIPTION

Staff Position

Position Title: Activities Director

**Status: () Non-exempt
(X) Exempt**

Entity/Department Name: Assisted Living

Date: August 2007

Position Summary: This position is responsible for planning and implementing a quality leisure/social events program designed to assist tenants/residents in maintaining their personal potential both physically and mentally.

#	Major Responsibilities (describe major functions, activities or areas for which position is responsible).	Skills, Knowledge and Abilities required
1.	<p>Develops program and activities reflective of tenant/resident interests.</p> <ul style="list-style-type: none"> Assesses tenant/resident areas of interest and need. Designs and implements programs to meet identified psychosocial needs of residents. Ensures, through observation and evaluation, that residents maintain a high level of performance and independence. Plans, conducts and/or coordinates activities and special events. Orders and maintains supplies needed for activities. Encourages tenant/resident participation. Communicates and coordinates events in conjunction with other facility activities. Hires, trains and supervises Activities Assistants. 	<p>Ability to interact effectively and empathetically with tenants and residents.</p> <p>Knowledge of needs assessment methods</p> <p>High-level communication and interpersonal skills.</p> <p>Planning and organizational skills.</p> <p>Knowledge of community resources for outings and activities.</p>
2.	<p>Assists in meeting the psychosocial needs of tenants/residents.</p> <ul style="list-style-type: none"> Promotes independence of tenants/residents by offering choices and encouraging self-help skills. Encourages and assists tenants/residents in developing the confidence to participate in group activities. Assists tenants/residents in developing relationships and effectively socializing. Reports change in tenant/resident attitude, mood or physical status to appropriate staff. Communicates with family members as appropriate. Evaluates activity plan ensuring that activities are completed appropriately and are suitable to reach and maintain the highest level of performance and independence. Provides new resident orientation/assessment to determine interests/needs in order to design appropriate activity plan. 	<p>Ability to interact effectively and empathetically with tenants/residents.</p> <p>Understanding of issues facing older adults.</p> <p>High-level communication and interpersonal skills.</p> <p>Ability to encourage and motivate people.</p>

3.	<p>Coordinates community volunteers:</p> <ul style="list-style-type: none"> • Adheres to volunteer onboarding policies and procedures • Develops and maintains system to effectively utilize volunteers to enhance programs designed to meet psychosocial needs of residents • Recruits, trains and assigns volunteers within the building. • Provides volunteer recognition for work performed. • Assesses need for volunteer services and assigns as needed • Supervises volunteers to maintain a high quality of service. • Develops relationships with local organizations and promotes their involvement with the facility 	<p>Knowledge of concepts of volunteerism and volunteer management</p> <p>Ability to effectively utilize sources of potential volunteers and community involvement</p> <p>Good public speaking skills</p> <p>Top notch communication skills</p>
4.	<p>Other duties as assigned. Including, but not limited to:</p> <ul style="list-style-type: none"> • Develops and updates relevant policies and procedures. • Implements work guidelines and suggestions to assure staff clearly understand and are able to follow and perform activities. • Serves as main contact with community organizations. • Conducts resident focus groups and/or one-to-one meetings to ascertain interests and preferences in activities and events. • Ensures compliance with applicable rules and regulations. • Responds appropriately to resident and building emergencies. 	<p>Knowledge of pertinent federal and state regulations.</p> <p>Ability to lead, motivate and interact effectively with diverse staff.</p>
5.	<p>Other duties as assigned:</p> <ul style="list-style-type: none"> • Drives bus and ensures resident safety • Maintains appropriate licensure and meets MnDOT physical requirements 	<p>Knowledge of driving procedures and state regulations</p> <p>Strong attention to resident safety</p>

#	Universal Responsibilities for all Staff Positions
1.	Customer Focus: Responds to customer needs in a timely and courteous manner. Treats customers with dignity and respect. Deals with confidential information appropriately.
2.	Communication: Has good listening skills. Communicates in a clear and concise manner. Keeps others informed and shares information appropriately.
3.	Problem Solving: Assesses what needs to be done and responds accordingly. Suggests solutions to problems. Makes good decisions.
4.	Teamwork: Cooperates and puts forth a good effort to achieve the work group's goals. Offers to assist co-workers. Appreciates individual differences and is willing to accept other's opinions.
5.	Dependability: Meets attendance and punctuality expectations. Follows responsibilities through to completion. Accepts responsibility for his/her decisions and actions.
6.	Safety: Uses proper body mechanics. Follows safety policies and procedures. Ensures that work areas are orderly, clean and free of hazards.
7.	Productivity: Completes assignments and duties in a timely manner. Prioritizes tasks and manages time well.
8.	Quality Improvement: Works to prevent errors and to improve processes and services.
9.	Interpersonal Skills: Strives to understand and accept differences among co-workers and customers. Handles conflict in a positive manner. Shows respect for the needs and feelings of others.
10.	Cost Control: Uses supplies and resources carefully and efficiently. Looks for ways to reduce costs when possible.
11.	Professional Development: Maintains current knowledge in field and licensure/certification if applicable.

Minimum Qualifications required to fulfill position responsibilities		
Education: Identify below the approximate level of education needed to perform this job.		
	Required	Preferred
Less than high school/No Formal Education Required		
High school Diploma/GED		
Vocational/Technical Training or Associate Degree		
Nursing Assistant Course		
Bachelor's Degree: List – Related Recreational Therapy Degree of equivalent experience	X	
Advanced Degree: List -		
Other License/Certification/Registration: List -		

Experience: Identify below the approximate level of experience needed to perform this job.		
	Required	Preferred
None to 1 Year		
One to Three Years	X	
Three to Five Years		X
Five to Ten Years		
At least Ten years		

Additional requirements: List position requirements not described above (e.g., computer hardware/software, other office equipment, laboratory equipment, prior supervisor experience, etc.)		
	Required	Preferred
Working knowledge of basic Microsoft applications.	X	
Is flexible and willing to expand and adapt to changes in the Assisted Living field	X	
Appropriate driving license to community vehicle and ability to pass MnDOT physical	X	

Job Title(s) to which this position reports: Executive Director
Job title(s) that directly report to this position: Activities Assistants and Volunteers
Special Considerations (unique elements of this position, if any): Must be able to work irregular hours, occasional weekends and evenings.

Physical and Mental Demands (The Americans with Disabilities Act requires employers to make reasonable accommodations for a person with a disability. This information is needed to assist Ebenezer in meeting these obligations.)

PHYSICAL DEMANDS: (FREQUENCY BASED ON AN 8 HOUR SHIFT)	OCCASIONALLY 1-2.5 HR	FREQUENTLY 2.5-6 HR	CONTINUOUSLY 6-8 HR
STANDING		X	
WALKING		X	
SITTING		X	
REACHING ABOVE SHOULDERS	X		
REACHING WAIST LEVEL		X	
REACHING BELOW KNEE	X		
CLIMBING			
LIFTING ABOVE SHOULDER - <u>20</u> MAX # LBS.	X		
LIFTING WAIST LEVEL - <u>30</u> MAX # LBS.	X		
LIFTING BELOW KNEE - <u>30</u> MAX # LBS.	X		
CARRY ABOVE SHOULDER			
CARRY WAIST LEVEL	X		
CARRY BELOW KNEE	X		
WRITING	X		
PUSHING	X		
HEARING			X
SQUAT/KNEELING	X		
REPETITIVE ACTIONS			
KEYBOARDING			
DRIVING			
SPEAKING			X
SEEING/VISUAL			X

PHYSICAL ENVIRONMENT

	NOISE		FUMES/GASES		CHEMICALS
	HEAT/COLD		HUMAN TISSUE/FLUIDS		BIOHAZARD MATERIALS
	INFECTIOUS DISEASE		ANIMAL TISSUE/FLUIDS		DIRT
	MOVING MACHINERY		RADIATION		LASERS
	VIBRATION		WET/HUMID ENVIRONMENT	X	WORK INSIDE
X	WORK OUTSIDE	X	TELEPHONE USAGE		

MENTAL DEMANDS

X	READING - ENGLISH		FREQUENT INTERRUPTIONS		MULT CONCURRENT TASKS
X	WRITE - ENGLISH		DETAILED WORK		FREQUENT DEADLINES
	IRREG WK SCHEDULE		MATH APTITUDE	X	ORGANIZATIONAL SKILLS
X	SUPERVISORY SKILLS		DECISION MAKING SKILLS	X	ABILITY TO WK W/OTHERS
X	FREQ. PEOPLE CONTACT		CONCENTRATION REQ	X	ABILITY TO WK INDEPEND

SPECIAL CONSIDERATIONS:

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