

## Activities Director

**Job Summary:** This person provides for an ongoing program of activities designed to meet, in accordance with the comprehensive assessment, the interests and the physical, mental, and psychosocial well-being of each resident.

Supervised by: The Administrator

Supervises: Activities Assistants

### **Job Specifications:**

**Education:** Minimum educational requirements include a high school diploma or its equivalent and satisfactory completion of a training course for activity directors approved by the Department of Health and Human Services (DHHS). This person may also be either a qualified therapeutic recreation specialist or an activities professional certified by a recognized body or a qualified occupational therapist or a occupational therapy assistant.

**License:** Certification or licensure as appropriate for each person noted above.

**Experience:** 2 years of experience in social or recreational program approved by the DHHS within the last five years, one of which was a full time resident activities program in a health care setting.

### **Personal Skills and Traits Desired:**

- Good verbal and written communication skills, evidence of effective problem resolution skills, ability to maintain composure in stressful situations, and resourcefulness
- Willingness to consider the advice and opinions of others
- Ability to make decisions and accept responsibility for the consequences
- Ability to coordinate and conduct meetings, ability to set and achieve goals
- Ability to be organized and efficient
- Ability to meet deadlines
- Ability to train and motivate others
- Ability and willingness to act as a role model in conduct and appearance
- Basic computer skills

### **Activity Director Assigned Tasks:**

1. Provide an activities program on a daily basis including evenings and weekends.
  - A. Provide a plan of activities appropriate to the needs of the residents that includes, but is not limited to:
    - Group social activities
    - Indoor and outdoor activities
    - Activities away from the facility

- Spiritual programs and attendance at houses of worship
  - Opportunity for resident involvement in planning and implementation of the activities program.
  - Creative activities such as arts, crafts, music, drama, educational programs
- B. Prepare a monthly calendar of activities written in large print and posted in prominent location that is visible to residents and visitors.
  - C. Coordinate the activities program with other services in the facility.
  - D. Recruit, train, and supervise volunteers when appropriate.
  - E. Assess resident needs and develop resident activities goals for the written care plan.
  - F. Encourage resident participation in activities and document outcomes.
  - G. Review goals and progress notes.
  - H. Properly document MDS reports and progress notes.
2. Obtain necessary equipment and supplies and provide for their accessibility through organized storage.
    - A. Participate with the administrator in developing a budget.
    - B. Foster family and community support of the activity program (e.g. through newsletters, networking, activities which bring family members of the community into the facility, etc.)
  3. Contribute to facility efforts to maintain and/or improve quality of care through participation in the following:
    - A.. Attend care plan meetings.
    - B. Serve as a member of Quality Assurance Performance Improvement Committee
    - C. Serve as a member of the Behavior Management Committee
    - D. Attend Department Head Meetings
    - C. Attend mandatory inservices.

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Employee Signature

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Date