**TITLE: Activities Director**

**LAST REVISED: June 1, 2015**

**REPORTS TO: Administrator**

**METHOD OF PAY: Salary**

**No relocation offered**

**DRUG-FREE WORKPLACE POLICY:**

We all must recognize that drug use and abuse negatively affects the company, the employee, job performance and co-workers. In this regard, Magnolia Manor has adopted a Drug-Free workplace policy. While we hope that this policy protects and benefits the company, we hope even more that it protects and benefits the employee and co-workers and creates a safe and efficient work environment.

Magnolia Manor requires all job applicants offered positions to submit to a drug test and will use a refusal to submit to a drug test or a positive confirmation drug test as a basis for refusal to hire the job applicant.

For current employees Magnolia Manor may conduct drug tests randomly, where reasonable suspicion exists for possible substance abuse, after accidents, and after rehabilitation.

**PURPOSE OF POSITION:**

The primary purpose of the position is to direct the development, implementation, supervision and ongoing evaluation of activities programs that are individualized to match the skills, abilities, and interests/preferences of each resident in accordance with current federal, state, and local standards, guidelines, and regulations that govern our facility, and as may be required by the Administrator.

**ROLE AND RESPONSIBILITY:**

* Plans, schedules and directs development of activities program to meet the social, and psycho-social needs of Nursing Home residents.
* Organize the Activity Department, including staffing as appropriate for maximum operational efficiency.
* Provide employee training and feedback to meet established quality standards: Complete new employee training checklist within two weeks of hire date.
* Conduct monthly staff meetings.
* Complete an MDS assessment on all residents at admission, quarterly, and every 12 months.
* Participate in the development of the Activity Department’s budgets. Review the budget monthly and control expenses.
* Prepare monthly activities calendars and publish by the last day of each month for the next succeeding month.
* Coordinate, prepare, and publish a newsletter each quarter to enhance communication.

**EDUCATION:**

* Must be a qualified therapeutic recreation specialist or activities professional licensed or registered by this state; and is eligible for certification as a therapeutic recreation specialist or activities professional by a recognized accrediting body; or
* Has 2 years’ experience in a social or recreational program within the last 5 years, 1 of which was full time in a patient activities program in a health care setting
* At a minimum has completed the GHCA State Approved Activities Director 36 hour training.

We look forward to hearing from you. A EOE/Drug Free