**TITLE: Activities Coordinator**

**REPORTS TO: Administrator**

**METHOD OF PAY: Hourly**

**PURPOSE OF POSITION:**

The primary purpose of the position is to conduct and supervise resident group activities 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 Director of Activities.

**ROLE AND RESPONSIBILITIES:**

* Director of Activities is responsible for conducting and supervising resident group activities.
* Ensure group activities begin on time, per schedule.
* Ensure supplies needed to do the activity are available.
* Ensure residents are escorted to group activities as needed.
* Ensure and update the reality board for daily activities for residents and ensure that the reality boards contain correct information by 9:00 a.m. daily so that residents will be able to identify the day, date, and weather daily, without asking the staff.
* Creation and development of the activity calendar, ensuring the calendar is accurate, attractive, and posted prior to first of the month.
* Assist in developing a monthly newsletter, ensuring newsletter articles are collected and delivered for typing timely for printing.
* Assist the Director in conducting individual stimulation for bed/room-bound residents. Individual stimulation is to be conducted per activity calendar. Ensure that supplies and equipment are available.
* Daily/Monthly record keeping of the Resident Fund Account
* Transport residents to weekly, monthly group and shopping activities
* Provide each resident with an individual assessment of the residents likes, dislikes, hobbies, interest
* All other duties as requested by Administrator to ensure the safety and quality of care for the residents and community in adherence to the Policy and Procedure manual and the Georgia regulations department.

**KEY STRENGTHS AND REQUIREMENTS:**

* Must possess the ability to make independent decisions when circumstances warrant such action.
* Must possess leadership and supervisory ability and the willingness to work harmoniously with other personnel.
* Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies and the general public.
* Must possess the ability to plan, organize, develop, implement and interpret the programs, goals, objectives, policies and procedures, etc., that are necessary for providing a quality activities program.

**EDUCATION:**

High School diploma or GED

**Equal Opportunity Employer**

**ACKNOWLEDGMENT**

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **Activities Assistant** and agree to perform the identified essential functions in a safe manner and in accordance with the facility’s established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious disease, air contaminants (including tobacco smoke), and hazardous chemicals and that the facility will provide to me instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the **Hepatitis B Virus** and that the facility will make available to me, free of charge, the hepatitis B vaccination.

I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself and that such termination can be made with or without notice.

Signature – Activities Assistant Date

Signature – Director of Activities Date

Signature – Administrator Date