



## **Activities Assistant**

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<b>Job Title:</b>	Activities Assistant
<b>FLSA Classification:</b>	Non-Exempt
<b>Department:</b>	Fresno PACE Center
<b>Supervisor:</b>	Activities Coordinator

### **Job Summary**

Under the supervision of the Activity Coordinator, assists in planning, developing and implementing appropriate, therapeutic recreational activities for all participants including those with Alzheimer's and other related dementia.

### **Essential Job Functions**

- Involved in the implementation of QAPI activities.
- Assist in carrying out group and individual activities that address the participants' cognitive, physical, social, psychosocial, spiritual, and artistic needs, such as, but not limited to, exercise, arts and crafts, birthday and holiday celebrations, special events, recreational games, cognitive groups, and community outings, including coordinating services with the activity director, transportation coordinator, dietary, maintenance, nursing, and rehabilitation staff, as needed.
- Develop a monthly newsletter
- Help provide direction to the non-activity department staff in daily programming.
- Assist in planning and preparing activities for dementia-specific population; assist with daily flow of quiet room activities area, personal care with para-professional staff assigned to work on dementia-specific programs.
- Assisting in maintaining general order in the activities area, including daily clean-up.
- Provide coverage for other members of the activities department as needed
- Assist in leading the activities department in development of discipline-specific standards of care.
- Maintain confidentiality of participant information.

### **Non-Essential Job Functions**

- Attend and participate in staff meetings, in-services, projects, and committees as assigned.
- Adhere to and support the center's practices, procedures, and policies including assigned



break times and attendance.

- Accept assigned duties in a cooperative manner; and perform all other related duties as assigned.
- Be flexible in schedule of hours worked.
- May require use of personal vehicle.

### **Working Conditions and Physical Demands**

The working conditions 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 disabilities to perform the essential functions.

- Ability to access all areas of the center throughout the workday.
- Ability to lift up to 35 pounds occasionally, 15 pounds frequently, and 7 pounds constantly; required to obtain assistance of another qualified employee when attempting to lift or transfer objects over 25 pounds.
- Requires constant hand grasp and finger dexterity; frequent sitting, standing, walking and repetitive leg and arm movements, occasional bending, reaching forward and overhead; squatting and kneeling.
- Ability to communicate verbally with an excellent comprehension of the English language.
- Work is generally performed in an indoor, well-lighted, well-ventilated, heated, and air-conditioned environment.

### **Experience**

- Minimum of two (2) years of demonstrated successful experience in activities/therapeutic recreation related services with geriatric population.
- Minimum of one (1) year of documented experience working with a frail or elderly population.

### **Knowledge, Skills, and Abilities**

- Knowledge of activities/recreational therapy techniques and practices of the elderly, including assessment, care plan development, monitoring, and evaluation needs.
- Working knowledge of physical, psychological, and behavioral needs of the elderly population.
- Knowledge of the principles and techniques involved in relating to frail elderly persons.
- Demonstrated creative abilities to plan, develop, and implement varied activities to meet diversified needs.
- Ability and experience working with volunteers.



- Skill in communicating with participants, their families, and other staff members; ability to establish a helping, trusting relationship with participants.
- Ability to work effectively and harmoniously with staff, elderly, public and governmental agencies, providers of services, and peers.
- Well organized, dependable, flexible, and resourceful.
- Effective oral and written communication skills.
- Encouraging participants to make choices for themselves
- Presenting programs in front of a group of participants
- Encouraging social exchange with staff and other participants
- Assisting in various small group activities
- Assisting the activity director in creating and planning activities
- Participating in meetings
- Responding to management direction
- Conducting assessments
- Reordering equipment or supplies used for activities and plans
- Ensuring that the equipment are functional and other related activities

### **Education and Certification**

- At a minimum, GED or high school diploma; as well as experience planning and hosting events.
- If CNA, must be an active CNA in the State of California.
- Is medically cleared for communicable diseases and has all immunizations up-to-date before engaging in direct participant contact.

### **Acknowledgment**

**I have read** the above activities assistant job description and fully understand the requirements set forth therein. I meet all the requirements of this position, and I can perform all essential functions of the job with or without reasonable accommodations. I agree to abide by the requirements set forth in this document.

**I understand** the contents of this job description are presented as a matter of information only and as guidance as to the expectations of Fresno PACE for this position. This job description is not intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or for any specific type of work. Furthermore, Fresno PACE reserves the right to interpret, amend, modify, or cancel or withdraw any or all sections or provisions of this job description at any time with or without notice.



**I understand** that employment at Fresno PACE is “at will”, meaning that employment is for no definite period of time and may be terminated by me or Fresno PACE at any time and for any reason.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fresno PACE Representative

\_\_\_\_\_  
Date

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

<b>Written Date</b>	08/01/2014	<b>Revised Date</b>	
<b>Reviewed Date</b>	06/21/2017	<b>Discontinued Date</b>	
<b>Approved By and Title:</b> QAPI Committee			