

Activities Coordinator

Job Title:	Activities Coordinator
FLSA Classification:	Exempt
Department:	Activities
Supervisor:	Center Director

Job Summary

Under the supervision of the center manager, plans, develops and implements appropriate, therapeutic recreational activities for all participants including those with Alzheimer's and other related dementia. Provides direction and support to activities assistants and other staff members as appropriate; and is responsible for quality improvement within the activities department.

Essential Job Functions

- Participate as a member of the interdisciplinary team (IDT) and in initial, semi-annual, unscheduled, and annual assessments; attend morning updates and report changes in participants' baseline status to appropriate staff on a daily basis.
- Involved in the development and implementation of QAPI activities, not limited to: collecting data, generating satisfaction survey percentages for each quarter, and submitting information to QAPI.
- Implement 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 center manager, transportation coordinator, dietary, maintenance, nursing, and rehabilitation staff, as needed.
- Develop a monthly calendar of activities.
- Responsible for supervision of activity assistants; provide direction and support to other staff members as appropriate.
- Oversee the involvement of non-activity department staff in daily programming.
- Plan and prepare activities for dementia-specific population; oversee daily flow of quiet room activities area, coordinating aspects of personal care with para-professional staff assigned to work on dementia-specific programs; and provide ongoing support to all staff involved in dementia-specific programming related to the dementia disease process.

- Complete timely documentation, including daily participant activity participation records; initial, semi-annual, unscheduled, and annual assessments; and other data on participants as directed by the interdisciplinary team.
- Maintain general order in the activities area, including daily clean-up, routine supply inventory ordering, petty cash, and overall general budgeting.
- Provide coverage for other members of the activities department as needed; participate in holiday rotation.
- Contribute discipline-specific (technical) content to activities staff review.
- Assume the lead role in quality assessment and performance improvement related activities.
- Lead the activities department in development of discipline-specific standards of care.
- Maintain confidentiality of participant information.
- Review participant charts, document changes in mood, number of falls, and other changes in condition; coordinating with respective departments for further evaluation and scheduling of appointments.

Non-Essential Job Functions

- Attend and participate in staff meetings, in-services, projects, and committees as assigned.
- Adhere to and support the center's policies, practices, and procedures.
- 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.
- Planning staff appreciation activities and staff birthday celebrations.
- Planning Holiday parties for staff; coordinating with outside venues and catering, under the direct supervision of the CFO.

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.
- Computer skills required.

Education and Certification

- At a minimum, GED or high school diploma; prefer a certified nurse assistant (CNA) or bachelor's degree in recreation, music, art, education, gerontology, or related field or a current activity coordinator certification.
- 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.

Core Values

- **Respect** at the core of our interactions.
- **Honesty and Integrity** with every endeavor
- **Patient – Centered** care aligned with participant values, beliefs, and preferences.
- **Encouragement** that motivates and empowers others to be the best they can be.
- **Quality Care** that is efficient, transformative and innovative.

Acknowledgment

I have read the above Activities Coordinator 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 Innovative Integrated Health 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, Innovative Integrated Health 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 Innovative Integrated Health is “at will”, meaning that employment is for no definite period of time and may be terminated by me or Innovative Integrated Health at any time and for any reason.

Employee Print Name

Employee Signature

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.

