

Arbutus Park

RETIREMENT COMMUNITY

Activities Aide Job Description

Effective Date: July 1, 1997

Department: Activities

Current Revision: March 1, 2012

Approvals: Melinda Frye, Director

Job Reporting Relationships

Supervised by: Melinda Frye, Director and Brian Johns, Assistant Director

Supervises: None

Basic Qualifications

Education / Training: A high school diploma or equivalent; aptitude and training in arts, crafts, games, and sports activities.

Skill(s): Moderate reading, writing, grammar, and mathematics skills; proficient interpersonal skills and communicative skills; proficient manual dexterity and motor coordination knowledge of the social, psychological, physical, and recreational needs of the aging; ability to stand, bend, kneel, stoop, climb, push, pull, and lift items weighing 50 lbs. or less; valid driver's license; visual and auditory skills.

Experience: A minimum of one (1) year of experience preferred, but not required.

General Responsibilities

Responsible for assisting with the presentation of daily activities and special events to assist with restorative care; to maintain an optimal level of psychosocial functioning; implementing specific procedures and programs; coordinating work within the unit or department, as well as with other departments and units; reporting pertinent information to the immediate supervisor.

Essential Duties

1. Assists with the presentation of daily activities and special events to assist with restorative care, resumption of resident's normal activities, and to maintain an optimal level of psychosocial functioning by performing any or all of the following duties:
 - a. Plans and offers suggestions relative to the recreational therapeutic activity programs; maintains awareness of potential for new activity programming.

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- b. Prepares and performs activity assignment as scheduled; exhibits flexibility towards established timeframes, informs residents of scheduled activities, and encourages residents' attendance.
 - c. Maintains attendance records; records residents' participation and assembles quarterly activity summaries noting if resident has attained established goals.
 - d. Provides for low level small sensory group activity; re-motivation groups, and one-to-one interaction three (3) times per week as assigned.
 - e. Involves residents in special programs and special recognition activities including holidays, birthdays, National Nurses' Week, etc.
 - f. Provides individual attention to residents in regards to:
 1. A friendly visit.
 2. Sensory or environmental stimulation.
 3. Reality orientation.
 4. Assistance with specific leisure pursuits.
 5. Assist to meet individual goals as outlined in resident's care plan.
 - g. Assists with passing meals and feeding of residents who are on the restorative feeding program; maintain awareness of proper procedures and techniques in feeding residents with special restorative needs.
 - h. Transport residents as necessary
 - i. Aides in orientation of new residents to the Manor.
 - j. Provides for monthly decorations.
 - k. Assists nursing in residents' restorative walking programs as assigned
 - l. Cleans up Activities Room weekly to maintain a neat and orderly appearance; returns materials and supplies to their proper place.
 - m. Participates in fund-raising activities.
2. Implements specific procedures and programs.
 - a. Insures an atmosphere which allows for the privacy, dignity, and well-being of all residents in a safe, secure environment.

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- b. Follows universal precautions.
 - c. Maintains departmental awareness of individual responsibilities under the established Fire Safety/Disaster plan.
 - d. Insures the confidentiality of all resident- and/or employee-related information.
 - e. Insures compliance with established quality assurance program.
3. Coordinates specific work tasks with other personnel within the unit or department as well as with other units and departments in order to ensure the smooth and efficient flow of information.
 4. Abides by the current laws and organizational policies and procedures designed and implemented to promote an environment which is free of sexual harassment and other forms of illegal discriminatory behavior in the work place.
 5. Cooperates with, participates in, and supports the adherence to all internal policies, procedures, and practices in support of risk management and overall safety and soundness.
 6. Reports pertinent information to the Activities Director as requested, or according to an established schedule; compiles information as necessary or as directed and provides data to appropriate Arbutus Park Manor personnel.

Ancillary Duties

1. Attends all mandatory in-service training and continuing education programs/seminars.
2. Performs tasks which are supportive in nature to the essential functions of the job, but which may be altered or re-designed depending upon individual.

Job Location

All areas throughout the facility, both inside and outside.

Equipment/ Machines

1. PC Computer keyboard
2. Telephone
3. Calculator
4. Printer/Scanner
5. Fax machine

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6. Photocopier
7. Automobile
8. Arts/crafts tools and supplies
9. Games and sports equipment
10. Audio/visual equipment