

Activity Assistant

Tasks assigned to this position may involve potential and/or direct exposure to blood, body fluids, infectious diseases, air contaminants, and hazardous chemicals.

Purpose of Your Job Position

The primary purpose of your job position is to assist in the planning, implementation, and evaluation of recreational, social, intellectual, emotional and spiritual programs, in accordance with the resident’s assessment and care plan, and as may be directed by your supervisors.

Delegation of Authority

As **Activity Assistant**, you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

Job Functions

Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

Miscellaneous Information	Risk Exposure Potential to Blood and/or Body Fluids	Essential Function (√=NO)	Safety Factors			Competency Evaluation	
			Function Requires Repetitive Motion (√=YES)	MINIMUM Weight Lifting Requirements Apply to Task (√=YES)	Function Requires Prolonged Sitting, Standing, Bending, etc. (√=YES)	Performs Function Satisfactorily (√=NO)	Needs In-Service Training (√=YES)
Duties and Responsibilities							
Administrative Functions	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Assist in planning, developing, organizing, implementing, and evaluating the activity programs of this facility.	3						
Observe resident attendance, mood, behavior, and degree of involvement so that facility activities and resident progress are evaluated, by noting, reporting, and charting resident behavior.	3						
Participate in community planning related to the interests of the facility and the services and needs of the resident and family.	3						
Participate in discharge planning, development and implementation of activity care plans and resident assessments.	3						
Interview residents or family members to obtain activity information.	3						
Involve the resident/family in planning activity programs when possible.	3						
Involve the resident/family in planning objectives and goals for the resident.	3						
Assist in arranging transportation to other facilities when necessary.	3						
Duties and Responsibilities (continued)	Risk Exposure to Blood/Body Fluids	Essential Function	Repetitive Motion	Weight Lifting Requirements	Prolonged Sitting, Standing, Bending, etc.	Performs Function Satisfactorily	Needs Training

Develop and maintain a good working rapport with other departments within the facility to assure that daily activities can be performed without interruption.	3						
Create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout the facility.	3						
Report occupational exposures to blood, body fluids, infectious materials and hazardous chemicals to your supervisor.	3						
Assist in developing volunteer activity assignments.	3						
Report known or suspected incidents of fraud to the Administrator.	3						
Ensure that departmental computer workstations left unattended are properly logged off or the password protected automatic screen-saver activates within established facility policy guidelines.	3						
Staff Development							
Assist in the development of and participate in regularly scheduled orientation and in-service training programs that relate to the activity department.	3						
Attend and participate in professional activities and programs.	3						
Participate and assist in departmental studies and projects as assigned, or that may become necessary.	3						
Attend and participate in appropriate in-service training programs prior to performing tasks that may result in exposure to blood, body fluids, infectious materials, or hazardous chemicals.	3						
Attend and participate in annual mandated facility in-service training programs as scheduled (e.g., OSHA, TB, HIPAA, Abuse Prevention, etc.).	3						
Safety and Sanitation							
Report all incidents/accidents immediately.	3						
Report all unsafe/hazardous conditions/equipment immediately.	3						
Follow established ergonomics policies and procedures (e.g., a back brace and/or a mechanical lifter is used when lifting or moving heavy objects).	3						
Participate in fire safety and disaster preparedness drills.	3			√			
Use protective clothing/devices when handling infectious waste and/or blood/body fluids.	3						
Report missing/illegible labels and SDSs to your supervisor.	3						
Assist in preparing activity rooms/areas for scheduled activity programs.	3			√			
Assist in cleaning up activity areas after completing activity functions.	3			√			
Duties and Responsibilities (continued)	Risk Exposure to Blood/Body Fluids	Essential Function	Repetitive Motion	Weight Lifting Requirements	Prolonged Sitting, Standing, Bending, etc.	Performs Function Satisfactorily	Needs Training
Equipment and Supply Functions	(1)	(2)	(3)	(4)	(5)	(6)	(7)

Implement activity procedures as directed by the Activity Director by creating decorations, setting up necessary equipment, creating ceramics, needlework, woodwork and other crafts, escorting residents to and from activity area, participating in celebratory events involving residents, and awarding prizes.	3			√		√	
Assist in making appointments for the resident as requested.	3						
Assist in scheduling movies, planning parties, and providing games/activities for residents.	3						
Encourage residents to participate in recreational social activities so that all residents are involved in activities by engaging in and organizing games, crafts, religious services, parties, etc.	3			√			
Oversee residents engaged in scheduled activities to promote the physical, social, and mental well-being of residents by applying experience in activities and knowledge of diagnoses and conditions of residents.	3						
Befriend residents to encourage resident self-esteem by visiting and conversing with residents on a regular basis.	3						
Make routine visits to residents and perform assistance with crafts, projects, etc., as necessary.	3			√			
May arrange for sale of articles made by residents, i.e., at bazaars, in gift shop, etc.	3						
Assist in-room residents by visiting with them, writing letters, running errands, making appointments, etc., as necessary.	3						
Conduct individual, and/or group, remotivation and reality orientation sessions to promote the worth, self-esteem and reality level of the residents.	3						
Oversee the residents engaged in scheduled activities to promote the physical, social, and mental well being of residents by applying experience in activities and knowledge of diagnoses and conditions of residents.	3						
Others as deemed necessary and appropriate, or as may be directed by the Activity Director.	3						

Working Conditions

Works in office areas as well as throughout the facility.
 Moves frequently during working hours.
 Is subject to frequent interruptions.
 Is involved with residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
 Is subject to hostile and emotionally upset residents, family members, etc.
 Communicates with the medical staff, nursing service, and other department directors.
 Works beyond normal working hours, on weekends, and in other positions temporarily, when necessary.
 Is subject to call back during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).
 Attends and participates in continuing educational programs.
 Is subject to injury from falls, burns from equipment, odors, etc., throughout the workday, as well as to reactions from dust, disinfectants, tobacco smoke, and other air contaminants.
 Is subject to exposure to infectious waste, diseases, conditions, etc., including **TB** and the **Aids** and **Hepatitis B** viruses.
 May be subject to the handling of and exposure to hazardous chemicals.

Education

Must possess, as a minimum, a high school diploma or its equivalent.

Experience

None required. On-the-job training provided.

Specific Requirements

Must be able to read, write, speak, and understand the English language.
 Must demonstrate the knowledge and skills necessary to provide care appropriate to the age-related needs of the residents served.
 Must possess the ability to make independent decisions when circumstances warrant such action.
 Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
 Must possess leadership ability and willingness to work harmoniously with other personnel.
 Must have patience, tact, cheerful disposition and enthusiasm, as well as be willing to handle residents based on whatever maturity level at which they are currently functioning.
 Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing activity services.
 Must be able to relate information concerning a resident's condition.
 Must not pose a direct threat to the health or safety of other individuals in the workplace.
 Must possess unencumbered drug test results at the time of hire and at random requests by the facility's Administrator.

Physical and Sensory Requirements

(With or Without the Aid of Mechanical Devices)

Must be able to move frequently throughout the workday.
 Must be able to speak and write the English language in an understandable manner.
 Must be able to cope with the mental and emotional stress of the position.
 Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
 Must function independently and have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.
 Must meet the general health requirements set forth by the policies of this facility, which include a medical and physical examination.
 Must be able to relate to and work with ill, disabled, elderly, emotionally upset and at times, hostile people within the facility.
 Must be able to push, pull, move, and/or lift a minimum of 25 pounds to a minimum height of 5 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 50 feet.
 May be necessary to assist in the evacuation of residents during emergency situations.

Acknowledgment

I have read this job description and fully understand that the requirements set forth therein have been determined to be essential to this position (unless otherwise noted in Column 2). I hereby accept the position of **Activity Assistant** and agree to perform the tasks outlined in this job description 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 diseases, 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 also understand I may not release/disclose protected health or facility information without proper authorization.

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.

Date: _____

Signature-Activity Assistant: _____

Date: _____

Signature-Administrator: _____

Job Position Analysis Information

¹ Risk Exposure to Blood/Body Fluids Column:

Numbers entered into this column indicate the risk potential of your exposure to blood or body fluids. Established procedures identify the appropriate personal protective equipment that you should use when performing this task. The following numbers indicate your risk potential:

- 1 = It is **highly likely** that while performing functions assigned to this task you will be exposed to blood or body fluids.
- 2 = This task does **not** involve contact with blood and/or body fluids but while performing this task it **may** be necessary for you to perform a **Category 1** task.
- 3 = This task does **not** involve any risk of exposure to blood or body fluids.

² Essential Functions Column:

A √ mark in this column indicates that you will not be required to perform this task.

³ Repetitive Motion Column:

A √ mark in this column indicates that it will be necessary for you to perform some functions of this task repeatedly. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used.

⁴ Minimum Weight Lifting Requirement Column:

A √ mark in this column indicates that it will be necessary for you to perform functions of this task that require some lifting, moving, pushing, or pulling. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used when performing this task. **Minimum** weight lifting requirements that you must perform are located in the "Physical and Sensory Requirements" section of this Job Description.

⁵ Prolonged Sitting, Standing, and Bending Column:

A √ mark in this column indicates that some functions of this task require you to sit, stand, or bend for an extended period of time. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used when performing this task.

⁶ Competency Evaluation Column:

Competency evaluations are required for this position. Your supervisor will notify you when your evaluation is to be conducted. A check √ in this column indicates that you did **not** perform this task satisfactorily and/or in accordance with the facility's policies and procedures.

⁷ In-Service Training Column:

A √ mark in this column indicates that you need additional training to better understand the performance requirements of this task. In-service training classes will be scheduled and your attendance at such classes is mandatory.