Position Title: Activity Aide

Statement of Duties

In the Rehabilitative Services Department for the Nursing Home, this position provides diversional activities for the residents of the nursing home. Duties are descriptive but not restrictive, and not all duties listed are necessarily performed by all members of the class.

Position Functions

Essential Functions

1. Plan resident programs, lead resident groups in ongoing, structured programs; transport residents to and from programs daily.

2. Conduct individualized social visits with residents daily.

3. Maintain resident safety, complete necessary daily census reports and monthly filing responsibilities.

4. Prepare outing notices for dietary and nursing departments, organize outings, drive residents to outings, i.e.. luncheons, picnics, theater, shopping trips.

5. Develop calendar schedules for monthly activities, place appropriate scheduling information of bulletin boards. Post notices of programs, informing residents of the day's events.

6. Deliver resident mail, newspapers, newsletters, reading mail to residents as needed.

7. Schedule and transport residents as necessary to appointments off site.

8. Serve noon meal in residents' dining room and/or room as assigned.

9. Prepare decorations for seasonal parties, dances, and residents' door decorations.

10. Set up and prepares area for recreational activities, i.e. equipment and craft supplies.

11. Prepare reports regarding needed supplies, repairs of equipment to supervisor; clean areas, feed birds, and clean cages; rearrange and deliver funeral flowers to chapel and residents.

12. Assist with Initial Assessments, 90 Day Progress Notes, MDS and Daily Census, barber and beauty shop lists; monthly refreshment list for dietary; assist with compiling data for surveys; assist with picking up of library books and videos.

Minimum Qualifications

A candidate for this position should be a high school graduate or equivalent and have an interest in geriatrics. No prior work experience is required.

A candidate for this position should have knowledge of geriatrics and knowledge of social programming; and have the ability to establish and maintain effective working relationships with other employees and the general public; to be compassionate and understanding, and be an effective problem solver.

Physical & Mental Requirements

Work is performed primarily in a nursing home, with exposure to outdoor weather conditions, toxic or caustic chemicals, fumes or airborne particles, moving mechanical parts, and risk of electric shock up to _ of work time. Physical demands generally involve climbing or balancing, stooping, kneeling, crouching or crawling and tasting or smelling up to _ of the time; standings, walking, or sitting up to _ of the time; and talking or listening/hearing, use of hands, reaching with hands and arms, pushing and pulling more than _ of the time. Occasionally weight is lifted or force exerted up to 10 lbs., seldom is weight is lifted or force exerted up to 100 lbs. The position has normal vision requirements. Equipment used includes light trucks/van, automobile, light equipment, medical equipment, hand tools, and office machines.

Job Environment

Work duties involve executing a variety of sequentially related steps of a standardized nature. Actions and steps taken are generally apparent or comparable to previously encountered situations, differing only in specifics. Written and oral guides are available and need to be followed. A substantial portion of them can be committed to memory, especially where there is need for limited interpretation. When instructions do not readily apply, incumbent is expected to check with supervisor.

Errors made could result in personal injury, delay or loss of service, injury to other employees, monetary loss, or legal liability.

The incumbent has occasional contact with the public through orientation of volunteers, family visitors, clergy, and local businesses. Other contacts are limited to nursing home staff. Contacts occur in person, through use of the telephone and other communications equipment and writing.

Supervision

Incumbent receives direct supervision and guidance from the department supervisor, who checks on work principally through results achieved. In most instances, incumbent plans and carries out regular work in accordance with standard procedures and previous training. Most day-to-day work is performed with independence.

The incumbent may have access to residents' medical charts. Work changes can generally be anticipated. Incumbent works on a fixed daily shift.

I have read and understand the Job Description for the Activity Aide.

_____ _____

Signature of Employee Date

_____ _____

Witnessed Date