

Activities Assistant

Job Title: Life Enrichment Assistant

FLSA Status: Non-Exempt

Department:

Prepared Date:

Reports To: Life Enrichment Director

Summary: The Life Enrichment Activities Assistant is responsible for assisting the Life Enrichment Director in the social activities both in and out of the community.

Essential Duties and Responsibilities:

- Actively promote the community by making guests feel welcome.
- Make daily announcements, keeping residents abreast of each day's planned activities and of any changes that may have been made in the schedule, in the absence of the Life Enrichment Director.
- Actively promote participation in all social activities by all residents.
- Decorate common areas using seasonal themes as appropriate.
- Participate in or initiate and supervise coffee and news group, story hour, games group, music appreciation, and other groups of interests to the residents.
- Work with staff in a team approach to problem solve.
- Assist in maintaining a safe, clean environment.
- Perform any other duties as assigned by the Executive Director.

Supervisory Responsibilities: This position does not have supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Must meet all state health requirements including T.B. and must be able to pass states perspective background clearance

Education/Experience: High School Diploma or GED. Prefer 6-12 months' related experience in geriatric recreational and social activities. Genuine concern for and ability to work with the elderly. Able to lead and motivate people. Well groomed. Relate to seniors in a courteous, understanding and cooperative manner. Creative and artistic.

Certificates and Licenses: Able to pass CPR, First Aid and Food Handler's tests. Able to pass an intermediate and/or Chauffeur's driving test, and are insurable to drive the community van. May need to have a CDL license depending on the State.

Language Skills: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format.

Math Skills: Ability to calculate figures

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills: Must be familiar with and able to use Microsoft Office products.

Activities Assistant

Physical Demands and Work Environment: The physical demands and work environment described below represent the activities and surroundings of the positions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee most frequently works in a typical office environment with moderate noise. This position will be required to visit all parts of the facility on occasion, including the kitchen and housekeeping departments, which may expose the employee to work near moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; extreme cold (non-weather); extreme heat (non-weather) and vibration.

The employee must occasionally lift and/or move up to 25 lbs. Specific vision abilities required by the job include close vision, distance vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

Work Environment: The noise level in the work environment is usually moderate, consisting of usual business office sounds including but not limited to computers, printers, telephones, light foot traffic and background conversation.

This job description is intended to describe the general nature and level of work being performed by most people assigned to this job. However, it is not an exhaustive list of all duties and responsibilities and requirements.

If you need clarification on any items outlined in this job description, please bring it to the attention of your direct supervisor. Your signature confirms you understand and are willing to perform the duties of this job description as outlined above.

_____ _____
Team Member Print Name

_____ _____
Team Member Signature _____ Date