

Amazing Place Job Description

Job Title: Activity Assistant

Job Code: 2104500-5

Reports To: Activity Director & Activity Coordinators

Hours: 8:00 a.m. to 5:00 p.m. Monday - Friday

Summary: Works as a team with the other members of the Activity Department executing daily schedules for Amazing Place Activity Program, designed for older adults with mild to moderate memory loss, by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Practice non-judgmental, unconditional acceptance of our participants. Be warm, kind, and maintain a cheerful, friendly and positive attitude.
- Use patience and center approved techniques to deal with and communicate with TSP participants. Encourage participants to make choices for self, learn new skills and maintain former interests so that participants maintain or increase functional and cognitive ability as much as possible.
- Present and/or co-present programs in front of a group of participants including trivia, word games, short stories, and games.
- Report observations of participants and their needs to an Activity Coordinator, Program Nurse, or Activity Director, and document in observation book.
- Help serve and/or clean up after lunch and snack periods.
- Cue, accompany and/or assist participants with toileting.
- Welcome families and caregivers warmly and help make transition times as easy as possible
- Maintain current CPR and AED certification.
- Be flexible and responsible to the various needs of our participants and their families.
- Encourage social exchange with staff and other participants
- Set-up and assist in various small group activities.
- Assist with ambulation and transferring of participants from vehicles, chairs, or wheelchairs.
- Assist Activity Director in creating and planning activities. Share ideas at staff meetings.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills;
- Participates in meetings.
- Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan. Makes timely decisions. Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence
- Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments. Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality. Works quickly.
- Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Word Processing software, Power Point, E-mail; Internet software.

Certificates and Licenses:

No certifications needed

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions.

The noise level in the work environment is usually moderate.

Physical Demands:

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include Close vision, Distance vision and Peripheral vision. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; stoop, kneel, crouch, or crawl and taste or smell.

Other Responsibilities:

This job specification should not be construed to imply that these requirements are the exclusive standard of the position. Incumbents will follow any other instructions, and perform any other related duties, and may be required by their management.

ACKNOWLEDGED – Employee

Date

Printed Name