

JOB DESCRIPTION

TITLE: Activity Assistant

DEPARTMENT: Activities

REPORTS TO: Activity Director

Position Summary: With direction of Activity Director, assist in implementing and running activities and events to enhance the Heritage at Framingham living experience and improve the residents' quality of life. The programming will include educational, recreational, social and spiritual components adapted on an ongoing basis to meet the continuous change in mix of residents' backgrounds, skills and interests. The position requires the ability to effectively interact with residents (including residents with memory loss), families, visitors, and other staff members throughout the community. The Activity Assistant is expected to be involved in all aspects of the community.

Hours include every other weekend and rotating to work on holidays.

Activity staff may be scheduled in the Classic building or the Homestead building as supervisor deems necessary.

Performance Standards:

Participates in planned in-service and staffing requirements.

Assists in planning and scheduling activity programs.

Informs, and encourages residents to participate in programs.

Develops programs that maximize resident participation .

Creates individualized and group activities.

Operates program equipment as directed.

Maintains a professional, warm and caring relationship with residents and their families.

Assist in other requirements of the community and the undertaking of other tasks as needed or directed, including, but not limited to, toilet reminders or occasional assistance with toileting.

Activity Assistant Job Description

Observe residents for any changes in behavior, mental status, or physical conditions and report to nursing.

Communicate well within your department as well as with staff in other departments.

Participate in related committees.

Assist in keeping common spaces throughout the building a safe environment by removing clutter etc.

Customer Service-kindness/hospitality to residents, families and guests.

Adheres to social model with constant communication among residents during activity programs.

Works toward maintaining each resident's independence, self-respect, personal dignity and personal safety.

Assures that shift duties are completed and necessary documentation is completed.

Promotes loyalty to the household among staff; generates positive attitude by demonstrating support of the community's policies and procedures with fellow employees.

Reports any physical, emotional, sexual abuse or neglect to supervisor.

Possess or learn basic computer skills.

Has ability to do basic cooking and baking for activity groups.

Must dress professionally and appropriately according to Employee Handbook guidelines.

Performs other related duties as assigned.

Specific Requirements:

Physical demands are needed such as stooping, bending, turning, stretching, lifting to assist residents, reaching, and moving equipment. Visual and audio acuity needed to detect changes in residents' conditions and to run programs; manual dexterity required to handle equipment. Must have patience and tact in dealing with residents, their family members, and staff. Must possess genuine concern for and ability to work with the elderly and with elderly who have memory loss. Must accept risk of working in a group setting where employees are exposed to communicable disease and potential combativeness. Must demonstrate overall positive image and attitude.