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| <b>JOB DESCRIPTION MANUAL</b>                   | <b>SECTION:</b>   | Job Description Manual |
| <b>HENDRICKS COMMUNITY HOSPITAL ASSOCIATION</b> | <b>PAGE:</b>      | 1 of 2                 |
|                                                 | <b>EFFECTIVE:</b> | 7/16                   |
| <b>SUBJECT: JOB DESCRIPTION</b>                 | <b>REVISION:</b>  | 2/19, 3/20             |
| ACTIVITIES ASSISTANT II                         | <b>REVIEWED:</b>  | 2/19, 3/20             |

## **I. QUALIFICATIONS:**

- 1.1 Previous experience in a medical facility preferred.
- 1.2 Good interpersonal skills.
- 1.3 Possess knowledge of various resident activities and have a familiarity with resident limitations and needs.
- 1.4 Dependable, punctual, creative, enthusiastic, flexible and patient.
- 1.5 Must possess verbal and written communication skills to understand and interpret instructions, communicate with medical and nursing staff, patients, and families.
- 1.6 Genuine interest in geriatric nursing.
- 1.7 Should be able to use common sense and be a fair judge of character.
- 1.8 Good leadership, initiative, and judgment skills.

## **II. PHYSICAL DEMANDS AND SPECIAL CHARACTERISTICS:**

- 2.1 Light to moderate physical work. Frequent standing, bending, walking, pushing, pulling, and lifting.
- 2.2 Near visual acuity for providing nursing care, and documenting resident information.
- 2.3 Ability to exercise independent judgment and maintain emotional stability under stress.
- 2.4 Flexibility to handle changing situations and emergency needs.
- 2.5 Ability to maintain strict confidentiality.

## **III. JOB ACCOUNTABILITY AND RESPONSIBILITY:**

- 3.1 Assist and/or lead assigned group or one-to-one activity programs.
- 3.2 Implement the activities on the activities calendar and special events, sometimes with little to no direction.
- 3.3 Responsible for supporting the Activities Director though assisting with the development, implementation, and ongoing evaluation of the activities program.
- 3.4 Assist resident to and from activity program.
- 3.5 Report any changes in resident behavior, safety hazards, or procedural difficulties to the Interim Activity Director or Director of Nursing.
- 3.6 Assists the Activities Director with monitoring the response and evaluation of the programs to determine if the activities meet the assessed needs of the resident(s).
- 3.7 Distribute monthly activity calendar to residents. Post calendars on designated display boards.

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- 3.8 Assist with evaluation of each resident according to their background, activity interest, abilities, physical limitations, and need for meaningful activity program.
- 3.9 Acquaints new residents with services offered in the activities and remotivation programs and aids the residents in adjusting to the new environment.
- 3.10 Maintain an up-to-date daily attendance chart on each resident chart.
- 3.11 Transfer and fill all resident’s attendance forms at the end of each quarter or each month into a designated location.
- 3.12 Develop and display theme and holiday decorations throughout the facility.
- 3.13 Assist with maintaining current organizational system or special needs list.
- 3.14 Attend and participate in all staff meetings, in-service training programs, and other meetings as assigned.
- 3.15 Assist in maintaining equipment and supplies in a neat and safe manner.
- 3.16 Other duties as directed by the Interim Activity Director or Director of Nursing.

**IV. SUPERVISION AND DIRECTION:**

- 4.1 Reports to the Interim Activity Director

**V. JOB STATUS AND CLASSIFICATION:**

- 5.1 Full and Part-time, non-exempt.

**VI. OTHER:**

- 6.1 This job description is not intended to be all-inclusive. This job description 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 a logical assignment to the position. Management reserves the right to revise this job description at any time.

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| <b>APPROVED:</b> | Electronic approval                    | <b>DATE:</b> Electronic record |
| <b>ORIGINAL:</b> | Human Resources Job Description Manual |                                |
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