

JOB DESCRIPTION MANUAL		SECTION:	Job Description Manual
HENDRICKS COMMUNITY HOSPITAL ASSOCIATION		PAGE:	1 of 2
		EFFECTIVE:	4/94
SUBJECT:	JOB DESCRIPTION	REVISION:	7/01, 12/01, 2/04
	ACTIVITIES SUPERVISOR	REVIEWED:	7/01, 12/01, 2/04

Position Summary: The activities program must be directed by a qualified professional who is a qualified therapeutic recreation specialist or an activities professional who meets requirements as directed by the State of Minnesota for Long Term Care Facilities. The activity professional will be trained or experienced to direct the activity and recreation program for a Long-Term care facility.

I. QUALIFICATIONS:

- 1.1 Certified Nurse Assistant, LPN, or RN. If not a CNA upon hire, required to complete OnTrack class and testing within 4 months of hire.
- 1.2 Licensed or registered by the State of Minnesota as a qualified therapeutic recreation specialist or qualified activities professional.
- 1.3 Eligible for certification as a therapeutic recreation specialist or activities professional by a recognized accrediting body on or after October 1, 1990; **or**
- 1.4 Has 2 years of experience in a social or recreational program within the last 5 years, one of which was full-time in a therapeutic activities program; **or**
- 1.5 Is a qualified occupational therapist or occupational therapy assistant; **or**
- 1.6 Has completed a training course approved by the State of Minnesota.
- 1.7 Activities certification preferred but not required. If not certified upon hire, must be obtained within 1 year.
- 1.8 Current certification or licensure to practice in the State of Minnesota.
- 1.9 Demonstrates ability to work with an interdisciplinary team.
- 1.10 Must possess good communication skills, both written and oral to effectively communicate with all levels of staff, the physicians, and the public.
- 1.5 Good interpersonal skills.
- 1.6 Must possess good organizational skills with the ability to plan, organize and facilitate department.
- 1.7 Requires analytical skills and the ability to analyze and evaluate problems.
- 1.8 Should be able to use common sense and be a fair judge of character.
- 1.9 Must exhibit a spirit of cooperation and teamwork.
- 1.10 Good leadership, initiative, and judgment skills.
- 1.11 Computer knowledge preferred.

II. PHYSICAL DEMANDS AND SPECIAL CHARACTERISTICS:

- 2.1 Moderate physical work.
- 2.2 Near visual acuity for reading and preparing reports, forms, policies etc.
- 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 Requires frequent talking, listening, reading, and writing.

III. JOB ACCOUNTABILITY AND RESPONSIBILITY:

- 3.1 Organizes, promotes, and develop interest in activities. Plans and coordinates a program suited to the needs and interest of the nursing home, swing bed and transitional bed residents.
- 3.2 **Completes and/or directs/delegates the completion of the activities component of the comprehensive assessment of each resident.**
- 3.3 Directs the activities program including scheduling of activities, both individual and groups.
- 3.4 Implements or delegates the implementation of the activity programs.
- 3.5 Monitors the response and evaluation of the programs to determine if the activities meet the assessed needs of the resident.
- 3.6 Makes revisions to the activity program as necessary as deemed from the evaluation process.
- 3.7 Coordinates the activity program utilizing activities staff, nursing staff, volunteer coordinator, volunteers, and other groups.
- 3.8 Maintains appropriate charting for resident activity participation.
- 3.9 Posts monthly schedule and informs residents and staff of upcoming events and activities.
- 3.10 Acquaints new resident with services offered in the activities and remotivation program and aids the resident in adjusting to the new environment.

IV. SUPERVISION AND DIRECTION:

- 4.1 Reports to the Director of Nursing – Long Term Care.
- 4.2 Functions in a staff relationship with other department managers and staff.

V. JOB STATUS & CLASSIFICATION:

- 5.1 Full-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.

APPROVED:	DATE:
ORIGINAL:	Human Resources Job Description Manual
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