



## JOB DESCRIPTION

**Job Title:** Activity Aide

**Department:** Activities

**Reports To:** Activities Director

### Position Summary:

Organize and promote programs and events for Activities to enhance our residents' quality of life.

### Qualifications and Requirements:

1. License and Certifications Required: None
2. Educational Requirements:
  - Must be able to speak, read, write and understand English
  - Completion of elementary education or otherwise show ability to read, write, and follow oral and written directions
  - Must be at least 16 years of age
3. Experience Requirements: none
4. Special Skills or Training:
  - Emotionally mature, mentally stable, possess integrity, poise and dignity
  - Positive attitude toward the elderly and coworkers
  - Ability to work with little to no supervision
  - Ability to navigate computer software and keep electronic records
  - Ability to communicate with residents, families, personnel, and support agencies
5. Physical Requirements:
  - Lifting: up to 45 pounds
  - Standing: 7 or more hours per day
  - Walking: 7 or more hours per day
  - Reaching: 5 or more hours per day
  - Grasping: 7 or more hours per day
  - Hand Coordination: 7 or more hours per day
  - Pushing & Pulling: 6 or more hours per day
  - Ability to Remain Calm Under Stress

### Essential Duties and Responsibilities:

1. Plan, develop, organize, implement, evaluate, and assist with the Activities Programming.
2. Assist in identifying and monitoring the spiritual, social, recreational, and emotional needs of each resident through routine interviews and visits with residents and their families.
3. Report to nursing personnel any noticeable changes in residents' conditions.
4. Direct group activities and each individual resident's activity program, including one on one programming.
5. Complete assessment of interest and social activities of each resident.
6. Assist residents to scheduled activities of **choice** and in tasks such as writing letters, running errands, etc.
7. Ensure all Activity participation is documented in the electronic health record.
8. Make periodic inspections of supplies and equipment to ensure safety and availability of all Activities materials.

9. Ensure resident, visitor, and employee safety while performing all duties and responsibilities.
10. Maintain Resident Confidentiality.
11. Know and comply with Residents' Rights rules.
12. Treat residents, visitors and co-workers with kindness, dignity and respect at all times.
13. Attend and participate in orientation, training, mandatory education, in-services, staff meetings and education courses as instructed to further improve knowledge and skills.
14. Promote teamwork; encourage others to work to the best of their ability; assist with training of new co-workers, if needed.
15. Have a positive attitude; accept change willingly; follow facility rules, regulations and job assignments; accept suggestions well for work improvement; perform well with minimum supervision; do what is requested without complaint; cooperate with supervisor and show respect at all times; speak well of company and job.
16. Lack of absences and tardiness; request changes to schedule infrequently; give timely notice of absences; take allowed time for breaks; willingly come in when called.
17. Follow company dress code.

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all other duties as assigned; I understand the functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

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Employee Signature

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Date