

Activity Department Job Descriptions (A General Guide)

I. Activity Director

II. Assistant Activity Director

III. Activity Assistant

Read The Fine Print: This free generic guide for Activity Departments in the United States is a composite of several nursing facility job descriptions in Indiana. Do not use literally. Job descriptions will vary from state to state and from facility to facility. Neither Robert and Linda Lucas nor, The Activity Director's Office guarantee the data presented here is in complete compliance with current Federal and state regulations. The user assumes the responsibility of complying with Federal, state and corporate regulations. Please check with your Administrator before implementing any job description.

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The Activity Director's Office

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NAME OF YOUR NURSING CENTER		
Department: Activity	JOB DESCRIPTION	No. 4-A

Job Title: Activity Director**Department:** Activities**Date of Hire:****JOB SUMMARY**

This is a brief synopsis of overall job duties.

This person provides for an ongoing program of activities designed to meet, in accordance with the comprehensive assessment, the interests and the physical, mental, and psychosocial well-being of each resident.

JOB CLASSIFICATION

Department Manager

SUPERVISION

Supervised by: Administrator

Supervises: Activity Assistants

JOB SPECIFICATIONS

Education: Minimum educational requirements include a high school diploma or its equivalent and satisfactory completion of a training course for activity directors approved by the Department of Health and Human Services (DHHS).

This person may also be either a qualified therapeutic recreation specialist or an activities professional certified by a recognized accrediting body or a qualified occupational therapist or occupational therapy assistant.

License: Certification or licensure as appropriate for each person noted above.

Experience: 2 years of experience in a social or recreational program approved by the DHHS within the last five years, one of which was full time in a resident activities program in a health care setting.

Personal Skills and Traits Desired:

- Good verbal and written communication skills Evidence of effective problem resolution skills Ability to maintain composure in stressful situations Resourcefulness
- Willingness to consider the advice and opinions of others
- Ability to make decisions and accept responsibility for the consequences
- Ability to coordinate and conduct meetings Ability to set and achieve goals
- Ability to be organized and efficient.
- Ability to meet deadlines
- Ability to train and motivate others
- Ability and willingness to act as a role model in conduct and appearance
- Basic computer skills

Activity Director Assigned Tasks

- 1. Provide an activities program on a daily basis including evenings and weekends.**
 - A. Provide a plan of activities appropriate to the needs of the residents that includes, but is not limited to:
 - Group social activities.
 - Indoor and outdoor activities, which may include daily walks.
 - Activities away from the facility.
 - Spiritual programs and attendance at houses of worship.
 - Opportunity for resident involvement in planning and implementation of the activities program.
 - Creative activities such as arts, crafts, music, drama, educational programs
 - Exercise activities
 - One to one attention
 - Promotion of facility / community interaction
 - B. Assure that at least thirty (30) minutes of staff time is provided per resident per week for activities duties.
 - C. Prepare a monthly calendar of activities written in large print and posted in a prominent location that is visible to residents and visitors.
 - D. Coordinate the activities program with other services in the facility.
 - E. Recruit, train, and supervise volunteers when appropriate.
 - F. Assess resident needs and develop resident activities goals for the written care plan.
 - G. Encourage resident participation in activities and document outcomes.
 - H. Review goals and progress notes.
 - I. Properly document MDS reports and progress notes.
- 2. Obtain necessary equipment and supplies and provide for their accessibility through organized storage.**
 - A. Participate with the administrator in developing a budget.
 - B. Foster family and community support of the activity program (e. g., through newsletters, networking, activities which bring family members or members of the community into the facility, etc.

3. Contribute to facility efforts to maintain and /or improve quality of care through participation in the following:

- A. Attend Care Plan meetings.
- B. Serve as a member of the Quality Assurance Committee.
- C. Serve as a member of the Behavior Management Committee.
- D. Attend Department Head Meetings.
- E. Server as a member of the Weight Management Committee.
- F. Attend mandatory inservices.

This job description is intended to convey the general scope of the major duties and responsibilities inherent in this position. Other tasks not listed here may be assigned by the Administrator. Periodic revision may be necessary to reflect changes in expectations placed on long term care by the DHHS. This job description will be reviewed and / or revised by the Administrator annually and as needed.

Employee Acknowledgement

I have read the above job description and understand the requirements and expectations of the position of Activity Director of Nursing at *Name of Your Nursing Center*.

Employee's Signature

Date

Administrator's Signature

Date

ASSISTANT ACTIVITY DIRECTOR

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NAME OF YOUR NURSING CENTER		
Department: Activity	JOB DESCRIPTION	No. 4-B

Job Title: Assistant Activity Director

Department: Activities

Date of Hire:

JOB SUMMARY

This is a brief summary of overall assigned duties.

The Assistant Activity Director helps the Director with the assessment of resident abilities, limitations, and preferences related to activities. She also assists in planning for and providing group and individual activities for the residents. Duties involve personal contact with a varying resident population and a varied work schedule that may include some weekends, evenings, and holidays. Tasks also involve progress documentation, other record keeping, attention to the environment, use of supplies and equipment, and maintenance of storage areas.

JOB CLASSIFICATION

Assistant

SUPERVISION

Supervised by: Activity Director

Supervises: Activity Assistants

JOB SPECIFICATIONS

Education: Minimum educational requirements include a high school diploma or its equivalent and satisfactory completion of a training course for activity directors approved by the DHHS.

Personal Skills and Traits Desired:

- Good verbal and written communication skills
- Evidence of effective problem resolution skills
- Ability to maintain composure in stressful situations
- Resourcefulness
- Willingness to consider the advice and opinions of others
- Ability to make decisions and accept responsibility for the consequences
- Ability to coordinate and conduct meetings
- Ability to set and achieve goals
- Ability to be organized and efficient.
- Ability to meet deadlines
- Ability to train and motivate others
- Ability and willingness to act as a role model in conduct and appearance
- Basic computer skills

Assistant Activity Director Assigned Tasks

- 1. Assess residents and participate with the Activity Director in formulating an individual plan of care for each resident.**
- 2. Assist with activities as directed by the Activity Director and in accordance with each resident's plan of care.**

Group

- a. Be sure area to be used for activity is free.
- b. Set areas up as needed for the type of activity planned.
- c. Remind nursing staff of activities scheduled and residents who desire to participate.
- d. Assist with transport of residents to the activity area.
- e. Follow the instructions for the activity as directed.
- f. Observe individual resident participation and responses during the activity.
- g. Assist residents back to living areas at the conclusion of the activity.
- h. Notify nursing of resident behaviors which may indicate medical problems.
- i. Do record keeping or documentation tasks.

Individual

- a. Interact appropriately and effectively in one to one activities according to the resident's strengths and limitations.
- b. Be aware of individual cognitive, emotional, and psychosocial impairments.
- c. Keep records of sensory stimulation or other type of activity and resident's
- d. Response.

- 1. Chaperone scheduled activities away from the facility grounds.**
- 2. Help maintain a pleasant and cheerful nursing home environment.**
 - a. Help with putting up, taking down, and storing seasonal decorations.
 - b. Help care for plants.
 - c. Help care for facility pets.
 - d. Assist residents to display calendars, pictures, cards, or other mementos in their rooms.
- 3. Deliver and read mail as needed.**
- 4. Assist with other tasks as directed by the Activity Director.**
 - a. Address, stamp, stuff, and mail the monthly calendars.
 - b. File Photos regularly.
 - c. Keep activity closets organized.
- 6. Participate in and promote staff participation in facility-wide special activities such as dress-up days and special observances.**
- 7. Attend mandatory facility inservices.**

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8. Attend activity department inservices or workshops as directed by the Activity Director.
9. Continues resident assessment and careplanning and supervision of the activity program in the absence of the Activity Director.

This job description is intended to convey the general scope of the duties and responsibilities inherent in this position. Other tasks not listed here may be assigned by the Activity Director. Periodic revision may be necessary to reflect changes in expectations placed on long term care by the DHHS. This job description will be reviewed and /or revised by the Activity Director annually and as needed.

Employee Acknowledgement

I have read the above job description and understand the requirements and expectations of the position of Assistant Activity Director at *Name of Your Nursing Center*.

Employee's Signature

Date

Administrator's Signature

Date

ACTIVITY ASSISTANT

Provided by The Activity Director's Office <http://www.theactivitydirectorsoffice.com>

NAME OF YOUR NURSING CENTER		
Department: Activity	JOB DESCRIPTION	No. 4-C

Job Title: Activity Assistant

Department: Activities

Date of Hire:

JOB SUMMARY

This is a brief summary of overall assigned duties.

The Activity Assistant assists the Activity Director to provide group and individual activities for the residents. Duties will involve personal contact with a varying resident population and a varied work schedule that may include some weekends, evenings, and holidays. Tasks also will involve record keeping, attention to the environment, use of supplies and equipment, and maintenance of storage areas.

JOB CLASSIFICATION

Assistant

SUPERVISION

Supervised by: Activity Director

JOB SPECIFICATIONS

Education: Completion of high school or above is preferred.
Ability to read and write at a high school level is required.

Personal Skills and Traits Desired:

- Good verbal and written communication skills
- Pleasant personality.
- Respect for authority.
- Able to work independently and follow scheduled plans.
- Respect for the rights of the residents including the right to privacy and the right to make choices.
- Maintains composure in stressful situations.
- Works well with others.

Activity Assistant Assigned Tasks

1. Assist with activities as directed by the Activity Director and in accordance with each resident's plan of care.

Group

- a. Be sure area to be used for activity is free.
- b. Set areas up as needed for the type of activity planned.
- c. Remind nursing staff of activities scheduled and residents who desire to participate.
- d. Assist with transport of residents to the activity area.

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- e. Follow the instructions for the activity as directed.
- f. Observe individual resident participation and responses during the activity.
- g. Assist residents back to living areas at the conclusion of the activity.
- h. Notify nursing of resident behaviors which may indicate medical problems.
- i. Do record keeping or documentation tasks.

Individual

- a. Interact appropriately and effectively in one to one activities according to the resident's strengths and limitations.
- b. Be aware of individual cognitive, emotional, and psychosocial impairments.
- c. Keep records of sensory stimulation or other type of activity and resident's
- d. Response.

2. Chaperone scheduled activities away from the facility grounds.

3. Help maintain a pleasant and cheerful nursing home environment.

- a. Help with putting up, taking down, and storing seasonal decorations.
- b. Help care for plants.
- c. Assist residents to display calendars, pictures, cards, or other mementos in their rooms.

4. Deliver and read mail as needed.

5. Assist with other tasks as directed by the Activity Director.

- a. Address, stamp, stuff, and mail the monthly calendars.
- b. File Photos regularly.
- c. Keep activity closets organized.

6. Participate in and promote staff participation in facility-wide special activities such as dress-up days and special observances.

7. Attend mandatory facility inservices.

8. Attend activity department inservices or workshops as directed by the Activity Director.

9. Continue the activity program in the absence of the Activity Director.

This job description is intended to convey the general scope of the duties and responsibilities inherent in this position. Other tasks not listed here may be assigned by the Activity Director. Periodic revision may be necessary to reflect changes in expectations placed on long term care by the DHHS. This job description will be reviewed and /or revised by the Activity Director annually and as needed.

Employee Acknowledgement

I have read the above job description and understand the requirements and expectations of the position of Activity Assistant at *Name of Your Nursing Center*.

Employee's Signature

Date

Administrator's Signature

Date