

# Apostolic Christian LifePoints

## *Job Description*

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<b>Position:</b>	<b>Activity Aide</b>
<b>Facility:</b>	<b>Timber Ridge</b>
<b>Department:</b>	<b>Activities</b>
<b>Reports to:</b>	<b>Activity Director</b>
<b>Supervises:</b>	<b>None</b>

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**Scope of Position:** The primary purpose of your job is to provide activities and leisure alternatives in accordance with the current federal, state and local standards, guidelines and regulations, our established policies and procedures, and as may be directed by the Activity Director to assure that an on-going 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 is maintained.

### **Qualifications:**

1. Ability to read, write and speak the English language
2. Must be a minimum of sixteen (16) years of age and of good moral character
3. Must be attending high school or have a high school diploma or its equivalent
4. Must function independently, demonstrate personal integrity and have the ability to work effectively with residents, administrative personnel, consultants, vendors, and others

### **Core Expectations:**

1. Meet agency expectations for attendance, dress code, and working cooperatively with other employees
2. Follow safety requirements for agency and department
3. Retrieve and record data in the electronic charting system
4. Respect rights and dignity of residents
5. Provide residents' leisure experiences responsibly, cheerfully and respectfully
6. Complete training of residents as indicated in the resident ISP

### **Job Responsibilities:**

1. Record all documentation using professional guidelines in an informative and descriptive manner
2. Ensure that data reflects that the ISP is being followed
3. Provide resident observations and assist in assessments as part of the Interdisciplinary Team/ Community Support Team upon request
4. Assist, supervise, and provide social training for residents during scheduled activities and habilitation programs
5. Assist residents in grooming, preparing and attending appointments, activities, and social programs as necessary
6. Assist residents in daily living skills when necessary or as the ISP directs
7. Assist with basic resident needs if necessary or seek assistance on the individual's behalf
8. Implement leisure and recreation programs as directed
9. Communicate and work as part of a team within the activity department as well as with other departments

10. Facilitate and model positive social interactions with community members, visitors, and other staff
11. Monitor and care for department supplies and report maintenance or needs to the Activity Director
12. Advocate for recreation and leisure programs which encourage independence, normalization and person centered approaches

**Other Responsibilities:**

1. Focus on meeting customer needs (staff, residents, families)
2. Support the vision, mission, and agency values in working with others which the agency has a relationship
3. Respect and follow all resident rights guidelines
4. Report any violations of resident rights to appropriate human rights staff
5. Maintain a positive, caring attitude throughout the work day
6. Use a team approach and help others
7. Display effective communication skills through proper interaction with residents, families and co-workers
8. Conduct yourself in a way that conveys an attitude of trust and dependability with co-workers
9. Report for work every scheduled day, on time and follow rules for the time clock
10. Respond to staffing needs of the department including calls for help when short staffed
11. Participate in department meetings and maintain appropriate number of in-service hours
12. Practice safe work habits and report all accidents/incidents to immediate supervisor as soon as they occur and complete required incident report
13. Maintain confidentiality of all resident information to assure resident rights are protected

**Physical and Sensory Requirements:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be able to bend, stoop, and move intermittently throughout work day
2. Must possess stamina to spend much of the work day standing or moving around
3. Must possess sight/hearing senses, or use prosthetics that will enable these senses to function adequately
4. Must possess emotional stability to work respectfully and harmoniously with residents and other staff
5. Must be able to use a computer, phone, etc. as required
6. Must be able to lift a minimum of 50 pounds and able to push, pull, and transfer a minimum of 75 pounds

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## Job Description Review

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I have read or have had this job description read to me and I fully understand the job description, its requirements, and that I am expected to complete all duties as assigned. I understand that the job duties may be altered from these duties. I have noted below any accommodations that are required to enable me to perform these duties.

I understand that in this position I will be exposed to body fluids which may be infectious. I understand that the facility will make available to me, free of charge, the Hepatitis B vaccination. I also understand that the facility will follow any other laws regarding testing of residents if I am potentially exposed to blood.

I further understand that my employment is at-will and thereby understand that my employment may be terminated at-will by the facility or myself, and that such termination must be made in accordance with the Agency Personnel Policy.

Employee Name (printed): \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_