

**JOB DESCRIPTION**

**ACTIVITIES ASSISTANT**

**Reports to: Activities Director** Non-Exempt Job number: 50 Job Code: 01-90001

**JOB SUMMARY**: The Activities Assistant will support the Activities Program Director to enhance the sense of wellbeing and promote or enhance physical, cognitive and emotional health by providing person centered individualized and meaningful activities for swing bed patients and residents.

**DUTIES/RESPONSIBILITIES**:

* Treat everyone with dignity and respect.
* Promote and protect all patient/resident rights.
* Maintain confidentiality of protected health information, including verbal, written, and electronic communications.
* Demonstrate professional behavior while on duty in any setting.
* Integrate the activities department care plan with other departmental care plans through participation in Interdisciplinary Team meetings.
* Lead/carry out individualized activities for each patient/resident based on the care plan and assessment as directed by Activity Director.
* Assess residents/patients to determine their current and prior interests, talents and daily patterns.
* Assist in developing an activities department plan of care based on individual patient/resident needs and interests.
* Recognize changes in residents that are inconsistent with their normal behavior and report those changes to the charge nurse.
* Notify all other departments of scheduled activities well in advance and any changes in schedule as soon as possible.
* Evaluate activity program outcomes.
* Maintain necessary documentation and attendance records.
* Transport residents/patients to activities out of the facility.
* Function as feeding assistant as needed.
* Participate in the orientation of other NCHS employees.
* Participate, as requested/required in staff development, in-service, and other educational and related activities.

**LICENSURE/CERTIFICATION REQUIREMENT:**

* C.N.A. or Recreation Therapist preferred but not required.
* ND Driver’s License with acceptable driving record.
* Certified feeding assistant within 3 months of hire.
* The employee is to maintain all applicable education, licensure, certification or registration requirements.

**QUALIFICATIONS /ABILITIES**:

* High School diploma or GED certificate.
* Ability to gain proficiency in NCHS’s software programs as applicable.
* Demonstrate competency and ability to carry out department specific functions in accordance with the NCHS’s standards of care, policies and procedures.
* Demonstrate the ability to communicate effectively both verbally and in written format.
* Demonstrate a high level of interpersonal skills and be able to communicate effectively in business relationships and with all levels of individuals throughout NCHS.

**Demonstrate knowledge and understanding of and compliance with:**

* Infection control policies and procedures for position.
* All pertinent safety, health and environmental policies, procedures and guidelines.
* Working safely, without causing harm or risk to self, others or property.
* The work environment and all safety procedures.
* Prompt reporting of unsafe practices, procedures, accident/injuries, complaints or any other safety violations.
* The appropriate use of all safety equipment and personal protective equipment

**WORKING CONDITIONS**: Day, evening, including weekend shifts, rotating weekend and holiday. Indoor at Care Center, may require driving facility owned vehicle for transport of patients/residents for off-sight activities, outdoor to accompany resident on or off campus.

**JOB EXPOSURES:** May be subjected to occupational health hazards including but not limited to odors, chemicals, infectious diseases, infectious wastes, body fluids along with physical, psychological and emotional stress.

**PHYSICAL REQUIREMENTS:** Meet general health requirements according to facility policy, including medical and physical exams and checking immunity status to various infectious diseases.

* Ability to lift, move, push or pull 40 pounds.
* **Hand Functions:** grasp and pinch frequently.
* **Visual:** optimal vision required to read information, reports, instructions, labels etc.
* **Verbal and auditory:** must communicate effectively with patients, families, physicians and other staff.
* Frequent standing and walking, bending and working at all levels for extended periods.

**Functional Assessment:** This position requires the ability to perform essential job functions with or without reasonable accommodations.

**Employee Statement of Understanding:** 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. Periodic revision may be necessary to reflect changes in expectations placed on the health care industry by various governmental agencies. This job description will be reviewed and/or revised annually and as needed.

I have read and understand the job description for my position. I agree to comply with all NCHS policies, laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or standards of conduct to my director or the Corporate Compliance Officer (Administrator)

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Employee Date

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CEO/Administrator Date