Activity Director – Job Description

Reports to: Administrator

Qualifications:

- Bachelor’s Degree in Recreational Therapy OR
- Certification as a C.O.T.A., and at least one-year experience in activities in a supervisory role OR
- High School graduate with equivalent work experience.
- Fluently read and write English and follow verbal and written job duties and schedules.

Job Objectives:

The primary purpose of this job position is to plan, organize, develop and direct the overall operation of the Activity Department in accordance with current applicable federal, state, county and facility regulations, policies and procedures and as may be directed by the administrator.

Essential Functions of the Activity Director:

- Provide and develop comprehensive activity programs, to meet the needs of residents, and maintain the morale and optimal levels of mental, physical and social functioning within the facility and community.
- Provide and develop comprehensive activity programs to meet the special needs of institutionalized elderly and disabled persons.
- Development of standards for the overall activity program to meet or exceed state and federal regulations.
- Develop policies and procedures with respect to the Activity Department.
- Experience with ECS, a plus
- Prepare and present Quality Assurance studies and reports.
- Attend scheduled meetings and appropriate continuing education programs to keep abreast of changes in regulations and codes governing the Activity Department.
- Lead Resident Council Meetings.
- Assist co-workers and keep all departments informed of changes, plans or policies that affect their departments.
- Develop and maintain a volunteer program within the facility.
- Train, schedule, supervise, evaluate and discipline staff, up to and including the issuing of warnings and/or dismissals from employment according to federal, state, county and facility regulations, policies and procedures.
- Complete all assessments, treatment plans and other residential information on time, while following all HIPPA rules and regulations.
- Arrange appropriate staff, transportation and volunteers for activities planned outside the facility.
- Provide programs involving individuals and groups from area communities.
- Schedule clergy from various religious denominations for church group activities.
- Serve as a role model in the implementation of facility policies, rules and regulations.
- Ability to work with individual residents, groups of residents, family members, members of the community, facility staff and take direction from the Administrator on a daily basis.
- Ability to develop and stay within a set annual budget.
- Attend department staff meetings and staff development programs as directed.
✓ Support and be loyal to this organization and its Mission Statement.
✓ Be flexible, receptive and adaptive to change.
✓ Ability to coordinate and delegate various job duties in a supervisory capacity.
✓ Push/pull residents weighing 100-300 pounds in wheelchairs and Geri-chairs.
✓ Manipulate wheelchairs and carts through doorways and into close fitting areas.
✓ Stand, walk, up to 75% of eight-hour day to provide activities and resident assistance.
✓ Physically and mentally able to perform job duties as assigned.

NOTE: This job description is not intended to be all inclusive. The employee will also perform other reasonable tasks as assigned by the Supervisor. This document is not intended to imply a written contract of employment.