

Position Title: Activity Director

FLSA Status: Non-exempt

Reports to: Administrator

Pay Grade: 12

Department: Vernon Manor

I. Position Summary

This position description has been prepared to assist in evaluating duties, responsibilities, and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

This position develops a comprehensive social activity program to serve individualized needs of the residents.

II. Essential Duties and Responsibilities

- Supervises Activity Assistants, including but not limited to preparing assistants' schedules and assignments
- Gathers information regarding each resident upon admission, by interviewing, researching records, and observation.
- Develops a resident individualized social activity care program.
- Evaluates current activity programs for possible revisions.
- Plans and supervises social programs for Activity Assistants to facilitate
- Prepares quarterly progress notes on each resident, or more often if changes occur. Works with interdisciplinary team to implement plans of care.
- Updates and reviews individualized plans of care
- Completes MDS & assessments in timely manner
- Organizes and implements small group activities.
- Supervises the resident council meeting and documents minutes.
- Assists residents as needed with self-directed pastimes
- Develops monthly activity calendars.
- Organizes, trains and supervises volunteers for activity department
- Purchases and orders supplies for activity department
- Enhances and promotes individualized quality of life, dementia care and practices and person centered care approaches and has daily meaningful interactions with residents
- Transports residents to outings and/or scheduled outside activities using county owned vehicle(s)
- Maintains a professional appearance and demeanor

III. Related Job Functions

- Attends and participates in daily IDT meetings
- Attends Care Plan, Compliance & Ethics, QAA, Department Head, Chart Review and Vernon Manor Committee meetings as required
- Makes preliminary recommendations regarding discipline, performance evaluation and final decisions with regard to the assignment of employees.
- Makes decisions independently, utilizing creativity, imagination, and inventiveness to the advantage and interest of the residents.
- Interacts with residents' families, residents, service organizations, clergy, local schools, County departments, local merchants, and the news media.
- Performs related work as required or directed.
- Provides staff training and education as needed
- Fills in for activity assistants as needed

IV. Physical Demands

- Is able to read, write, and speak the English language.
- Must be able to move intermittently throughout the day.
- Must be able to lift, push, and pull.
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V. Education and Training Requirements

- Meets the minimum qualifications per Wisconsin State regulations; a therapeutic recreation specialist who is a graduate of an accredited program or who has a related bachelor's degree in a specialty area
- Has completed certification through National Certification Council for Activity Professionals or is willing to obtain certification upon hire
- Experience and/or training in Dementia Care
- Is knowledgeable and understands the physical and emotional problems of residents.
- Strong communication skills, leadership, problem-solving and speaking skills
- Proficient in word processing, record keeping, spreadsheet and database software
- Possession of a valid driver's license and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel.