

Job Title:Activities Coordinator

Reports To: Assisted Living SASH Coordinator Location: CSSL

**I. Position Summary:**

The Activities Coordinator is responsible for enhancing resident quality of life through the development and presentation of a variety of activities for our residents at Cathedral Square Senior Living. This includes working with Assisted Living (AL) residents and Independent Living (IL) residents. The Activities Coordinator leads activities that will enhance resident’s independence, functioning, social interaction, and encourages resident participation. The Coordinator directs and supervises resident volunteers in the provision of activities and programs developed by the Coordinator. The Coordinator works in partnership with the Assisted Living and Independent Living SASH Coordinator(s) to design the activities program on a monthly basis.

**II. Principal Responsibilities:**

**1. Creates and Administers Resident Activities Program:**

* Conducts an assessment with each AL resident to determine those activities in which the resident would be most interested in pursuing and or participating.
* Attends the IL resident meetings, to determine those activities in which the IL resident(s) would be most interested in pursuing and or participating.
* Designs the activities program on a monthly basis utilizing information obtained from each resident’s activity assessment, interest profile and resident meeting.
* Implements the designed activity program in conjunction with volunteers.
* Coordinates events and activities for AL and IL residents, both within facility and off-site, based on resident input and interest.
* Orders activity supplies and oversees the activity budget with petty cash account and ensures that costs are maintained within budgetary guidelines.
* Maintains the activity storage area in a neat and organized manner. Picks up supplies after each activity and returns furniture to its original position.

**2. Develops a Sense of Community for Residents and Environment of Caring:**

* Provide social visits with AL and IL residents, individually and in groups.
* Participates in monthly AL and IL resident meetings.
* Promotes positive sense of community with residents by presenting a friendly,

social and caring environment within Cathedral Square Senior Living.

* Reflects, evaluates and solicits feedback from residents on all programming.

**3. Provides Transportation Needs for Assisted Living Residents**

* Assists with escort services to medical appointments as necessary using SSTA, or taxi.
* Assists in escorting residents on field trips and outings.

**4. Supports the AL and IL SASH Coordinators:**

* Participates in regular meetings and communicates with the SASH Coordinator(s) regarding resident activities, programs, and health status as related to activity program.
* Collaborates with the SASH Coordinator(s) to publish monthly activity calendar to resident population.
* Work with SASH Coordinator(s) to give input for both the AL and IL monthly newsletters.
* Informs AL SASH Coordinator or AL nursing staff immediately of any observed physical concerns, among AL Residents.
* Informs IL SASH Coordinator immediately of any observed physical concerns, among IL Residents.
* Documents monthly resident participation in group and or individual social and recreational programs.
* Assists the AL SASH Coordinator with special projects as needed.\*

**5. Manages Assisted Living Volunteer Program**

* Recruits, trains, schedules and supervises AL volunteers in the provision of activities.
* Develops supportive environment and incentives for volunteers.

**6. Performs other general duties:**

* Works independently and as part of a team to carry out job duties.
* Communicates in a positive and respectful manner with residents, co-worker’s visitors and family members.
* Attends CSC staff meetings.
* May fill in for other staff members as needed.

**III. CSC Standards of Conduct:**

* Demonstrates a commitment to the mission and values of CSC.
* Demonstrates respectful and effective communication with co-workers, residents, families and vendors.
* Protects the privacy and confidentiality of information related to residents, families, staff and general CSC operations.
* Communicates a positive image about CSC to the community.
* Conducts him/herself in a safe manner by adhering to all safety practices, rules and standards throughout the work day.
* Demonstrates a commitment to quality and proactively seeks to make improvements to systems and processes.
* Maintains a professional appearance that is appropriate for his/her position.
* Reports to work on time, completes time card accurately in UKG, provides advance notice for time off, and appropriately manages CTO time.
* Demonstrates a commitment to integrity in work habits and use of CSC resources.
* CSC’s mission and operations require that an employee is prepared to perform duties as assigned that may be outside his/her principal responsibilities.

**IV.** **Minimum Qualifications:**

Must have a high school diploma or equivalent GED. Preference for minimum of an Associate’s Degree in a related field with at least two years prior experience working with elders. Previous experience in leading activities specifically for the senior client population is preferred. Knowledge of recreational activities is essential. Demonstrated excellence in verbal communication is required. Must have knowledge of and an appreciation for the heritage, values, and wisdom of each resident and a commitment to the philosophy of aging in place. A working knowledge of Microsoft Word and Microsoft Publisher is a plus.

**V. Working Conditions and Physical Demands**

* Must be able to lift/push up to 25 pounds
* Must be adaptable to working in a high stress work environment.
* Must be in good general health and demonstrate emotional stability in order to cope with the mental and emotional stress of the position.
* Must be able to lead resident field trips off site.

**Note: Non-Essential Duties are noted with an asterisk.**

**Employee Name (printed)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**