

Position Title:	Activities Assistant
Reports to:	Activities Coordinator
FLSA Classification:	Non-Exempt

Purpose:

The **Activities Assistant** assists with the planning and implementation of activities for the residents of Birchwood Cottages which enhance the mental, emotional, physical, spiritual and social needs, Director.

Essential Functions:

- Assist in the planning, developing, organizing, and implementation of all resident's activities
- Develop suggestions and ideas for improving and expanding the Activities Program
- Maintains a professional, warm and caring relationship with residents and families
- Establish and maintains good community relations and contacts with the community
- Assist Residents to and from activities
- Assist in arranging transportation and escorts for residents to and from outside and community activities
- Assist with maintaining and expanding Volunteer Programs
- Assist with maintaining adequate supplies per department budget
- Attend required on-going in-service training sessions and orientation
- Responds to resident's needs. Initiates, conducts and facilitates programming, including therapeutic groups and individual interactions, that offer cognitive stimulation, socialization, physical activity and spiritual connection
- Demonstrates therapeutic conversation and redirection conversation with residents, offering appropriate cues
- Ability to manage difficult resident behaviors

Requirements:

- High School Diploma or equivalent required.
- Certification in CNA, HHA, or PCA preferred, but not required.
- 2+ years' experience management or supervisory experience working in a senior living facility.
- Must have current, valid Driver's License.
- Must successfully complete a criminal background study.

Additional Requirements:

- Must be able to read, write and speak the English Language.
- Knowledgeable to personal care, dietary and housekeeping procedures.
- Demonstrates basic computer knowledge.
- Possess the ability to make independent decisions when circumstances warrant such action.
- Possess willingness to work harmoniously with other staff and personnel.
- Possess the ability to seek out new methods and principles and be willing to incorporate them into existing practices if deemed appropriate by Cottage Director.

This provides a summary of responsibilities and is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.