



JOB DESCRIPTION

Activity Coordinator

Department: Activities
Supervisor: Administrator
Shift: Day
Status: Exempt

Qualifications

EDUCATION: Minimum of a High school graduate, but preferred AS or BS degree. Must have completed the Activity Professionals Certification course as required by the State of Iowa or complete within 1st year of employment.

CONTINUING EDUCATION REQUIREMENT: As required to maintain Activity Professionals Certification and as assigned through online learning or in-services.

WORK EXPERIENCE: 1-3 years prior experience as an Activity Director or Activity Assistant in a retirement community setting or similar setting.

GENERAL JOB SUMMARY

Administers a diversified schedule of activities for individual residents or groups in the health center and residential areas of the facility. Activities shall be coordinated with other departments to maintain an overall effectiveness and shall aid in enabling each resident to function at the highest level of physical and mental ability.

DUTIES AND RESPONSIBILITIES

1. Comply with facility's personnel, safety and corporate policies and procedures.
2. Comply with Nursing Department's policies and procedures.
3. Report witnessed allegations of resident abuse and/or neglect.
4. Treat residents, family members, visitors and team members with dignity and respect.
5. Maintain the confidentiality of all resident and family information.
6. Maintain electronic and/or written records on all residents without omitting or falsify information.
7. Ability to use and/or learn how to use in a proficient manner approved electronic devices that are used for documentation and/or recording keeping.
8. Will have active participation in QAPI including but not limited to meetings, implementation and continued development.
9. Report to work on time and as scheduled.
10. Plan, schedule, and supervise activity programs for NF and RCF.
11. Provide activities in a group setting or one-to-one to residents in either the health center or residential.
12. Encourage all residents to participate in activities.
13. Provide quarterly entry to NF resident care plan.
14. Provide quarterly Service Plan entry for RCF residents.
15. Assure activities are provided weekdays, evening and weekends.
16. Coordinate volunteer services.
17. Maintain schedule for morning chapel.
18. Maintain activity attendance records for each resident.
19. Prepare monthly activity calendars

PHYSICAL ACTIVITY REQUIREMENTS

(See attached Job Analysis)

I understand that this Job Description is not intended to be an all-inclusive list of every task I may perform, but a description of the minimal qualifications, essential functions, physical demands and abilities this job requires, with or without accommodation.