

JOB DESCRIPTION

Job Title: Activities Assistant

Department: Activities

FLSA Status: non-exempt

Minimum Eligibility Requirements:

- Effective and clear communications with residents, resident families and staff
- Ability to remain calm under stressful situations
- Written skills and some computer awareness required
- Must be a self-starter and able to work with limited supervision
- Must be able to work respectfully and compassionately with older adults and memory impaired residents
- Must be able to pass criminal and drug background tests as required by Bureau of Licensing and corporate policies
- CPR, First Aid, and Assisted Living experience not required but is a plus
- Must be able to exercise patience and flexibility as the situation requires
- Must be able to learn how to use simple audio/visual equipment
- Must have current driving license and clean driving record

Essential Functions:

- Support Activity Director in the day to day hands-on programming
- Responds to emotional, behavioral changes of the residents
- Comply with the Department of Health and Welfare, The Village at Orchard Ridge policies and procedures
- Meet customer service standards in a friendly, helpful and courteous manner
- Maintain compliance and understanding of all current residents' rights
- Excellent interpersonal skills
- Must be able to problem solve
- Assists in developing and implementing individual activity plans for Memory Care residents
- Assists in all phases of entertainment to include but not limited to holiday celebrations, birthdays, legacy ceremonies, van ride, special outings, and other social events
- Assists and supports engagement of staff and volunteers
- Assists in maintaining activities supplies/comfort carts/activities baskets
- Maintains on going required continuing education
- Facilitate meals involving Memory Care residents in Paradise Café or in Garden up to 2 times a week

Working Conditions (travel, hours, and environment):

- Ability to work on a dedicated schedule

Physical /Sensory Requirements (with or without the aid of mechanical devices.)

- Medium work- Ability to exert 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to lift, carry, push, pull, or otherwise move objects
- Long periods of standing and walking with occasional sitting
- Frequent bending, stooping, squatting and reaching
- Occasional twisting and kneeling

Compensation:

- Compensation DOE. Benefits include paid vacation, sick leave, health insurance, 401k, health club membership