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## POSITION DESCRIPTION

<b>Job Title:</b>	<b>Activity Director</b>	<b>Effective Date:</b>	<b>3/20/07</b>
		<b>Revised:</b>	<b>5/25/13</b>

### Summary Description:

The Activity Director works under the supervision of the Administrator and is responsible for the planning, developing, organizing, implementing, evaluating, and directing of Activity Programs in accordance with current existing federal, state, and local laws, as well as policies and procedures, to ensure that the spiritual development, emotional, recreational, and social needs of the patient/resident are met/maintained on an individual basis.

### Essential Functions and Responsibilities:

1. Plans, develops, organizes, implements, evaluates, and directs the Activity Programs to ensure all patients'/residents' assessed needs are met.
2. Meets with administration, medical and nursing staff, and other related departments in planning activities.
3. Develops and maintains a good working rapport with other departments within the facility and outside community health, welfare and social agencies, to ensure that activity programs are properly maintained to meet the needs of the patients/residents.
4. Assists in the development, administration, and coordination of department policies and procedures.
5. Keeps abreast of current federal and state regulations, as well as professional policies, and makes recommendations for changes in policies and procedures to the Administrator.
6. Reviews department policies and procedures, at least annually and participates in making recommended changes.
7. Assists in the development of the department budget and monitors expenditures to stay within that budget.
8. Assists in the development and implementation of policies and procedures for identifying the spiritual, social, recreational, and emotional needs of the patient/resident.
9. Assists in the development of and participate in regularly scheduled orientation and in-service training programs as related to the social, emotional and recreational needs of the patients/residents.
10. Coordinates with the nursing supervisor in assisting a patient/resident with the selection of activities in compliance with physician's orders.
11. Interviews patients/residents/families as necessary and in a private setting.
12. Involves the patient/resident/family in planning activities when possible.



13. Assists in arranging transportation for field trips and to other facilities when necessary.
14. Encourages patients/residents to develop their educational development through reading, etc.
15. Provides information to patient/resident/families regarding available activity programs.
16. Encourages hobbies and crafts and provides materials within parameters of the patient's/resident's financial status and department budget.
17. Obtains information concerning the patient's/resident's background to provide activities that better meet their needs.
18. Provides consultation to members of the staff, community agencies, etc., in efforts to solve the needs and problems of the patient/resident through the development of activity/social service programs.
19. Assists in the review and update of departmental position description at least annually.
20. Records and maintains activity progress notes as well as a record of patient/resident activities.
21. Maintains an excellent working relationship with medical professionals and other health-related facilities and organizations.
22. Creates and maintains an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout the department.
23. Compiles and maintains an activities schedule, including available projects, crafts, resources, etc.
24. Meets with personnel on a regularly scheduled basis, to assist in identifying and/or correcting problem areas, and/or to improve services.
25. Maintains CONFIDENTIALITY of all pertinent patient/resident care information to ensure patient/resident rights are protected.
26. Coordinates activities with other departments as necessary.
27. Makes routine visits to patients/residents and assists with crafts, projects, etc., as necessary.
28. Reviews complaints and grievances and make necessary oral/written reports to the Administrator.
29. Keeps abreast of economic conditions/situations and recommends adjustments to ensure the continued ability to provide quality patient/resident care.
30. Maintains contact with the patient's/resident's family, involving them with non-medical progress reports as necessary.
31. Makes recommendations to the Administrator for the equipment and supply needs of the department.
32. Makes written and oral reports and recommendations to the Administrator concerning the operations of the Activity department.
33. Schedules movies, plans parties and provides games for patients/residents.
34. Reports all incidents/accidents immediately.
35. Reports all unsafe/hazardous conditions/equipment immediately.
36. Ensures that established safety regulations are followed at all times.
37. Provides craft supplies and materials and supervises activities.
38. Ensures that a current patient/resident activity schedule is maintained for each patient/resident.
39. Remains alert to recognize any change in a patient's/resident's condition and reports any changes to the charge nurse immediately.
40. Assumes the authority, responsibility and accountability of the Activity Director.



41. Assists bed bound patients/residents by visiting with them, writing letters, running errands, making appointments, etc., as necessary.
42. Provides reading materials in Braille and/or tapes and records for blind patients/residents.
43. Assists in providing library service for patients/residents through cooperation with local library.
44. Participates in discharge planning, development and implementation of activity plans, schedules and patient/resident assessments.
45. Serves on various committees of the facility as may be appointed by the Administrator.
46. Participates in community planning related to the interests of the facility and the services and needs of the patient/resident and family.
47. Performs administrative requirements such as completing necessary forms, charge slips, reports, etc., and submits to the Administrator as required.
48. Attends and participates in professional activities and programs.
49. Arranges for the sale of articles made by patients/residents i.e., at bazaars, in gift shop, etc.
50. Works with facility consultants as necessary and implements recommended changes as required.
51. Assists in developing and monitoring the methods in which work will be accomplished.
52. Assists in making appointments for the patient/resident/family as requested or appropriate.
53. Encourages patients/residents to participate in religious activities through religious services, reading material, and visits with Chaplin, etc., to fulfill their basic religious needs.
54. Participates and assists in departmental studies and projects as assigned and/or as necessary.

#### **Other Duties:**

1. As this job description is not intended to be all-inclusive, the employee will be expected to perform other essential functions and duties as assigned.

#### **Standard Responsibilities:**

1. Supports the Facility.
2. Is knowledgeable of patient/resident rights and promotes an atmosphere which allows for the privacy, dignity and well-being of all residents in a safe, secure environment.
3. Supports, cooperates with, and implements specific procedures and programs for:
  - A. Safety, including precautions and safe work practices, established fire/safety/disaster plans, risk management, and security, report and/or correct unsafe working conditions, equipment repair and maintenance needs.



- B. Confidentiality and privacy of all data, including patient/resident, employee and operations data.
  - C. Compliance with all regulatory requirements.
  - D. Compliance with and enforcement of current law and policy to provide a work environment free from harassment and all illegal and discriminatory behavior.
4. Supports and participates in common teamwork:
- A. Cooperates and works together with all co-workers; plan and complete job duties with minimal supervisory direction, including appropriate judgment.
  - B. Uses tactful, appropriate communications in sensitive and emotional situations.
  - C. Reports complaints, problems and concerns regarding co-workers, management or residents in accordance with company policy.
  - D. Promotes positive public relations with patients, residents, family members and guests.
  - E. Completes requirements for in-service training, acceptable attendance, uniform and dress codes including personal hygiene, and other work duties as assigned.
5. Agrees to comply with the Code of Conduct.

### **Employment Standards:**

- Education: Must have a high school diploma. College specialization preferred.
- Experience: Any combination of experience and training which provides the required skills.
- License: Must have certification from an accredited Activity or Therapeutic Recreation organization.

### **Working Conditions:**

Works in office areas as well as throughout the facility. Must be able to move about intermittently during working hours including standing, lifting, bending, stooping, twisting, pushing and pulling. Must be able to read, write and speak the English language. Must be able to transfer residents and assist in emergency evacuations. Interacts with residents, family members, staff, visitors, government agencies/ personnel, etc., under all conditions/ circumstances. Must be able to relate and work with the disabled, ill, elderly, emotionally upset and at times, hostile people within the facility. May be involved in community/civic health matters/ projects. May be exposed to infectious waste, diseases, conditions, etc., including exposure to the AIDS and hepatitis B viruses. Must be able to effectively communicate with the management staff, medical staff, nursing staff, and other unit supervisors. Maintains a liaison with residents, their families, support staff, etc. to assure that the residents' needs are continually met.

### **Receipt and Acknowledgment:**





I acknowledge and understand that:

Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind. My employment is contingent upon acceptable job performance at all times.

The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations that would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.

This job description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under his/her direction. Job duties, tasks, work hours and work requirements may be changed at any time. I agree to follow the instructions and duties as directed by management.

Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements set forth.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor Signature

\_\_\_\_\_  
Date

