

JOB DESCRIPTION

Job Title: Activities Coordinator

FLSA Exemption Status: Non-Exempt

Reports to: Site Manager

Supervises: n/a

Job Summary

The Activities Coordinator is responsible for the supervision of structured daylong activities for a group of elderly. The Coordinator's plan and implement activities for groups, based on individual participant needs, interests, abilities, and strengths.

Essential Functions and Work Responsibilities

Functional Category: Activity Coordination

Estimated Percent of time Spent – 80%

- Assists in the initial assessment of participants' ability to manage particular group's dynamics based on observation and evaluation.
- Prepares goals and care plans for each participant in assigned group with input from multi-disciplinary team.
- Assesses abilities and changing needs of participants and group activities accordingly.
- Monitors participants' physical and mental level of functioning, as well as the ability to maintain role in activities.
- Establishes appropriate goals for each individual participant.
- Assumes responsibility for safety needs of each participant within group.
- Provides personal care to participants.
- Responds to participants and caregivers with sensitivity and positive empathy.
- Verbalizes, demonstrates and implements in daily room practice, an understanding of infection control in relation to hand washing techniques, disease prevention, food handling and disposal of soiled articles.
- Refers back to team established plan of consistently implementing own role in participant care.
- Clearly documents participant care.
- Monitors and supervises work assignments for Assistant Activity Coordinators, Certified Nursing Assistants, Senior Companions, volunteers and students.

Functional Category: Administration

Estimated Percent of time Spent – 20%

- Monitors assistant and volunteer staff's ability to manage group interaction.
- Participates in the development and implementation of Quality Assurance activities.
- Maintains up-to-date knowledge relating to geriatric care and/or activities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

REQUIRED

Education

- High School Diploma or GED

Licensure, Certification, Registration or Designation

- Current Basic Cardiac Life Support (BCLS) card or the ability to obtain one upon employment is required

Work Experience and Qualifications

- Minimum of two years experience in a care setting for the frail and cognitively impaired elderly

PREFERRED

Education

- Bachelor's degree in gerontology, recreation, social services, nursing, rehabilitation or related fields from an accredited college/university

Other Knowledge Skills and Abilities Required

Computer Skills

- Must be computer proficient and possess experience with Microsoft Word, Excel, and Outlook.
- Must be able to quickly learn specific software and new applications.

Mathematical/Financial Skills

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Able to analyze data and statistics and draw reasonable conclusions and compile accurate reports.

Language Skills

- Ability to read, analyze and interpret regulations and other documents.
- Strong interpersonal skills and ability to effectively and tactfully present information to, and communicate with, co-workers, employees, and others.
- Possess exceptional English written and verbal communication skills, including accurate grammar and business correspondence knowledge.
- Ability to read and write memos, reports, and correspondence that conform to prescribed style and format.

Reasoning Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.

Other Skills and Abilities:

- Able to establish and maintain cooperative and positive working relationships.
- Organized, detail-oriented, diplomatic, proactive, self-motivated, dependable, and driven by excellence.
- Even-tempered and able to balance multiple tasks in accordance with changing deadlines and priorities in a fast-paced environment.
- Ability to work sensitively and effectively with individuals of diverse ethnic and cultural backgrounds.

Physical Demands /Work Environment

WORKING ENVIRONMENT: Primarily works in InnovAge care facilities. The position requires the ability to travel in inclement weather in some cases and travel to other facilities.

Requires regular and consistent attendance, must consistently work the assigned scheduled shift.

PHYSICAL REQUIREMENTS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position without compromising patient care.

Materials, Tools Equipment, Work Aids

May require use of wheelchair, medical equipment, gait belts, sliding board, bedside commode, shower equipment, and other work aids

PHYSICAL DEMANDS

On-the-job time is spent in the following physical activities.
Show the amount of time by checking the appropriate boxes below.

WORK ENVIRONMENT

This job requires exposure to the following environmental conditions.
Show the amount of time by checking the appropriate boxes below.

	None	Up to 1/3	1/3 to 1/2	1/3 and more
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use hands to finger, handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Push/pull	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stoop, kneel, crouch or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

This job requires that weight be lifted or force be exerted. Show how much & how often by checking the appropriate boxes below

	None	Up to 1/3	1/3 to 1/2	2/3 and more
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This job has special vision requirements; check all that apply

- Close vision (clear vision at 20 inches or less)
- Distance Vision (clear vision at 20 feet or more)
- Color Vision (ability to identify and distinguish colors)
- Peripheral Vision
- Depth Perception
- Ability to Adjust Focus
- No Special Vision Requirements

Special demands not listed: Must be able to communicate treatment plan verbally with participants, team members and participants' caregivers.

Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position

Pressure Factor

- Requires working under stressful conditions.
- Working conditions may be noisy and crowded, fluctuating indoor temperatures, and humidity around showers/bathrooms.
- Moderate pressure to meet transportation schedules while dealing with frail and confused participants.
- Subject to participants that may have the potential for verbal or physical aggression.
- Respond and intervene appropriately to multiple interruptions

	None	Up to 1/3	1/3 to 1/2	2/3 and more
Wet, humid conditions (non-weather)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The typical noise level for the environment for the work environment is: (Check all that apply)

- Very Quiet
- Loud Noise
- Quiet
- Moderate Noise
- Very Loud Noise

Hearing:

- Ability to hear alarms on equipment
- Ability to hear patient call
- Ability to hear instructions from staff

REPETITIVE MOTION ACTIONS

	- Number of Hours -				
	0	1-2	3-4	5-6	7+
Repetitive use of Foot Control					
Right only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Left only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Both	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive use of Hands					
Right only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Left only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Both	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grasping: simple/light					
Right only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Left only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Both	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grasping: firm/heavy					
Right only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Left only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Both	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fine Dexterity					
Right only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Left only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Both	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>