

Snyder Village
Position Description

Position Title: Assistant Activity Director/Memory Care Activities Coordinator

FLSA Status: Non-Exempt

Reports To: Activity Director

General Description

The Memory Care Activities Coordinator is responsible for planning and implementing programming of activities that include activities geared to the interest, ability and need of each resident on Memory Care.

Minimum Training, Experience and Certification Requirements

- Ability to identify residents' functional level with the assistance of other professionals and ability to identify resident's activity interests.
- Ability to supervise and get along well with interdisciplinary team.
- Must be an outgoing, motivated person, a self-starter, who believes in the Memory Care philosophy.
- Have the ability to work independently.
- Have knowledge of documentation and ability to exhibit good writing and typing skills.
- Must be able to read, write, and follow oral and written directions
- Excellent communication skills, both verbal and written
- Ability to be flexible.
- Excellent customer service and people skills, demonstrate compassion, patience and understanding with a willingness to do whatever it takes to provide the highest level of service
- Ability to change program or response to resident as indicated.
- Ability to deal with interruptions, distractions and outbursts appropriately.
- Willingness to acquire knowledge about Alzheimer's and other areas of elder care.
- Maintain confidentiality of information and conversations
- Ability to perform all physical aspects of the job.
- Able to maintain good working relationships with other personnel.
- Must subscribe to and uphold Snyder Village Mission and Values.

HOURS OF WORK:

As scheduled by the Activity Director and may include weekend and holiday coverage, as well as on call rotation.

SUPERVISION GIVEN:

The Memory Care Activities Coordinator oversees Activity Assistants on the Memory Care hall, including training and making sure they know what is expected of them. They will work in coordination with the Memory Care Director and Social Service Coordinator to uphold the mission of the Memory Care hall.

Personal Characteristics

- Must enjoy working with people especially elderly population.
- Must have patience and a good work ethic.
- Must comply with the facility Dress Code standard.
- Must observe residents rights.

Job Responsibilities, Duties and Authority

1. Is responsible to plan, implement and evaluate an overall Activity Program which is in the Department of Public Health regulations for the Activity Program (300.1410) and is with the IDPH Activity Program Handbook.
2. Participate in Resident Care Plan conferences with the IDT by establishing individual activity problem identifications, approaches and goals.
3. Involve residents' families in the activity program through special family/resident events and general interaction with family members.
4. The following records are to be kept by the Memory Care Activities Coordinator:
 - a. Daily attendance and participation of residents at planned and individual activities.
 - i. Prepare participation calendars and 1:1 charting for HC and MC.
 - b. Routine progress notes on each Memory Care resident.
 - c. Activity assessment of each resident upon admission.
 - d. Monthly progress notes to meet IDPA requirements.
 - e. Monthly Activity calendar.
 - f. Routine review of activity assessment of each resident.
 - g. Set up monthly entertainment for HC and MC. Prepare payout requests for approval.
 - h. Keep Resident Council minutes, concerns and disburse to appropriate managers.
 - i. Replace resident sign out sheets at all nurse's stations.
5. Coordinate with MC Director and SS Coordinator.
 - a. Help put together new ideas and create programs which ensure needs of individual residents are met.
 - b. Will be visible and available on hall and will coach and mentor staff as needed.
 - c. Will plan and attend monthly support group meeting with SS MC Coordinator.
6. Will help train new employees on MC, under supervision of Activity Director.
7. Will stay current with resident conditions and changes.
8. Prepare for and implement daily activities-group and/or individual.
9. Performs other duties as assigned

Working Conditions

- Sits, stands, bends, lifts and moves intermittently during working hours.
- Is subject to frequent interruptions.
- Is involved with personnel, residents, families and other visitors under all conditions and circumstances.
- Is subject to anxious and emotionally upset residents and families.
- May work beyond normal working hours, on weekends, temporarily in staff emergencies and to ensure proper care for all residents.

Employee Acknowledgment

I have read and understand this job description and will perform the above duties to the best of my ability.

Employee Signature _____ Date _____

Health Center Administrator _____ Date _____