



**BROAD ACRES
& COUNTRY TERRACE**

JOB DESCRIPTION

ACTIVITIES AIDE Provides an activity program appropriate to meet the physical, social, cultural, spiritual, emotional, and recreational needs and interests of each resident/patient. Provides the opportunity for residents/patients to engage in normal pursuit, as well as promoting a successful and well-balanced leisure lifestyle. Works with all disciplines to assist the resident/patient in reaching his/her highest level of independence. Plans and monitors leisure activities for recreation and therapeutic purposes, designed to enhance the quality of life of each resident/patient as well as maintain an open working relationship with the residents/patients family or guardian. Follows all Broad Acres policies and procedures.

REPORTS TO: Life Enrichment Director

ESSENTIAL FUNCTIONS

1. Assesses and documents information for residents on General and Restorative Unit Related to Care Plans, MDS, attendance and participation record and quarterly review. Assesses resident/patient's physical and mental abilities to participate in activities.*
2. Participates in Care Plan Conferences as a team member.
3. Leads group activities.*
4. Maintains ongoing inventory of departmental supplies and equipment maintenance. Responsible for general housekeeping duties in activity area. Returns common area to original condition at conclusion of activity, i.e. removes litter, moves and rearranges furniture, returns equipment's/supplies, assists resident/patients in transport.*
5. Abides by established policies of facility and licensing agencies.*
6. Functions independently with minimal supervision.*
7. Complies with laws and regulations applicable to position and acts in accordance with Broad Acres Compliance Program.*
8. Creates, posts, and distributes to department heads a copy of the approved Life Enrichment calendar at the beginning of the month.*
9. Notifies other departments of needed assistance in advance of activity, following facility policy and procedures manuals (i.e. dietary, maintenance, etc)
10. Observes all necessary precautions and/or permissions from family/guardian and physician for activities such as: outings, photographs, alcohol, die liberty, allergies, etc.
11. Attends and participates in in-service training, performance improvement ("PI") committees and other meetings as scheduled and directed.*
12. Treats all residents, visitors, and staff with courtesy.
13. Works overtime, holiday, and weekend hours as scheduled.*
14. Assists in orientation and training of employees as assigned.*
15. Follows facility dress and hygiene policies.
16. Safety
 - Knows and follows facility rules.
 - Demonstrates proper use of equipment. Reports equipment needs or repairs.*
 - Follows facility smoking policies.
 - Reports and documents any incidents or accidents to resident/patients, as assigned in facility Disaster Plan.
 - Performs duties which may include transportation of residents, as assigned in Facility Disaster Plan.*
 - Uses required protective equipment.*
 - Follows infection control standards, policies and procedures.
 - Reports all hazardous conditions/equipment to Supervisor.
17. Resident Rights
 - Knows resident rights. Helps the residents exercise and/or protect their rights.
 - Reports resident/patients complaints to management.
 - Maintains confidentiality of residents/patient information.
18. HIPAA
 - Follows and adheres to Broad Acres policies and procedures implanting HIPAA requirements for the privacy and security of protected health information.
 - Uses and/or discloses only minimum amount of Protected Health Information necessary to complete assigned tasks (applies only if position requires access to PHI under Role Based Access).
 - Reports all suspected violation of Company's HIPAA policies or procedures to Facility Privacy Designee.

OTHER DUTIES: Performs other duties as assigned and consistent with the level of preparation and experience.*

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or equivalent.

EXPERIENCE: Prior experience in a long-term care facility a plus.

SKILLS, KNOWLEDGE AND ABILITIES: Commercial driver's license or eligibility preferred. Possess imagination, creativity, enthusiasm, patience and must be willing to work with a variety of people. Ability to read, write, speak and understand English. Ability to relate positively, effectively, and appropriately with residents, families, community members, volunteers and other facility staff. Possess special interest in, and a positive interest about, working with long-term care residents and the elderly. Meets all health requirements as required by law. Demonstrates basic computer knowledge and ability with an aptitude to learn company applications.

ENVIRONMENTAL AND PHYSICAL REQUIREMENTS: The Responsibilities of this position involve significant physical activities including standing, lifting (up to 60 pounds unassisted), bending, stopping, pushing, pulling and twisting. The tasks on this position description marked with an asterisk (*) are those that regularly require these physical activities. All employees of nursing homes may be required to provide lifting and transfer assistance to residents. Lifting and/or transferring some residents will require use of a lifting device and / or assistance of other staff.

This description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the Company. The Company retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.

Employee Signature

Date