

# Happy Valley Day Facility

## Activity Director Job Description

<b>Job Title:</b>	Activity Director
<b>Supervised by:</b>	Lucretius D. Stephens/ Director
<b>Job Summary:</b>	Will provide the highest quality of care and service to the individual. Must exhibit caring and understanding attitude at all times.
<b>Work Schedule:</b>	Monday-Friday 9:00AM to 4:00PM
<b>Wages for this position:</b>	To be determined
<b>Total Hours Weekly:</b>	40 hours
<b>Benefits:</b>	To be determined

### Qualifications:

- 18 years or older
- Must have a high school diploma or General Education Development (GED)
- Must meet one or more of the following criteria; Registered nurse, Registered Occupational Therapist, Certified Therapeutic Recreation Specialist or certified Activities Professional as recognized by an accrediting body on or after October 1, 1990, has two years of experience in a social or recreational program within the last 5 years, 1 year of which was full-time in a patient activities program in a health care setting or has completed a training course approved by state such as the Georgia Nursing Home Association's (GNHA) 36 hours Activity Director's course.
- CPR/First Aid
- Health Examination with a signed statement from physician or nurse practitioner.
- Criminal Records Check (NCIC)
- TB test clearance
- Coordinate the activities program with other services in the facility provide any licenses, certification and training documents.
- Meet transportation requirements if transporting participant. (MVR past 7 years, Class C license).

### Duties/Responsibilities:

- Group social activities.
- Indoor and outdoor activities, which may include daily walks.
- Activities away from the facility.
- Spiritual programs and attendance at houses of worship.
- Opportunity for resident involvement in planning and implementation of the activities program.
- Creative activities such as arts, crafts, music, drama, educational programs
- Exercise activities
- One to one attention
- Prepare a monthly calendar of activities written in large print and posted in a prominent location that is visible to residents and visitors. Promotion of facility / community interaction
- Coordinate the activities program with other services in the facility.

- Recruit, train, and supervise volunteers when appropriate.
- Assess resident needs and develop resident activities goals for the written care plan.
- Encourage resident participation in activities and document outcomes.
- Review goals and progress notes.
- Properly document MDS reports and progress notes.

**Working Conditions:**

- The employee will work in the agency but may need to provide services in other settings such as community outings, social activities, stores, church etc.

**Reliability:**

- If the employee is going to be late or absent, a phone call is expected with notice. The employee is expected to use time wisely so the service is done in allotted time.

**End of Service:**

- The employee agrees to give at least a two-week notice prior to resigning from this position

**This job description is subject to review or revision on an annual basis or when a change in job duties is required.**

I have received a copy of the job description for my records  
 I have read the entire job description and understand my responsibilities.  
 I understand that this constitutes an agreement between *Happy Valley Day Facility* and myself, and does not guarantee employment.

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**Signature of Employee**

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**Date**

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**Signature of Employer**

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**Date**

