SALEMHAVEN

JOB DESCRIPTION

**STATEMENT OF PURPOSE**

Director of Activities

The Activity Director oversees the day-to-day activities of residents and activities staff members. In this role, you will design and schedule a calendar of activities (e.g., bingo, religious services, book club, arts and crafts) with the goal of keeping residents engaged in their community. We strive to have activities that will foster socialization as well as hone residents' cognitive and physical capabilities.

**MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

* Direct, oversee, and evaluate Activity Assistants.
* Plan, coordinate, and post monthly resident activities.
* Maintaining a calendar of activities and effectively communicating it to participants
* Source and maintain program resources (e.g., community partnerships, entertainment providers, speakers, resource groups, and social events).
* Engage with residents and their families to promote and encourage participation.
* Track resident attendance for activities and document any other required information.
* Responsible for ordering supplies, maintaining inventory, and tracking spending.
* Monitors resident health and behavior, reporting changes or concerns to the clinical team as needed.
* Assists with the development and provision of training and orientation programs for volunteers.
* Ensures all safety protocols and procedures are followed.
* Adheres to the annual departmental budget.
* Arranging travel, planning, and coordinating off-site activities.
* Adheres to state and federal regulations, including CMS, pertaining to necessary documentation.
* Performs other duties as required.

This statement sets forth the basic tasks and responsibilities of the job and are not intended to provide a detailed description of all the functions that may be required to perform the job satisfactorily.

**MINIMUM QUALIFICATIONS**

* High School Diploma or equivalent.
* Minimum of two years of experience as an Activities Director or related experience in the continuum of care with at least 1 year full-time in an activities or life enrichment program.
* Possesses a current Activity Director Certification in good standing or ability to obtain an Activity Director Certification required.
* Proficient in Microsoft Office (Excel, Outlook, PowerPoint, and Word).
* Possesses and maintains a thorough understanding of any state regulations pertaining to the Activities Department.
* Ability to work evening and weekend shifts as needed.
* Attention to detail and problem-solving skills
* Excellent written and verbal communication skills.
* Strong organizational and time management skills.
* Must possess a satisfactory driving record.
* Ability to drive large/commercial vehicles (e.g., community bus).

**PREFERRED QUALIFICATIONS**

* Associate Degree in Healthcare Administration or related field preferred.
* Prior MDS experience is preferred.
* First Aid and CPR Certification preferred.

**PHYSICAL,MENTAL, AND SENSOY REQUIREMENTS/EXPOSURE RISKS:**

Refer to Physical, Mental and Sensory Requirements/Exposure Risks attachment.

**REPORTS TO**

ADMINISTRATOR

**ACKNOWLEDGEMENT**

I understand that this job description sets forth the basic tasks and duties of the job identified and shall not be considered a detailed description of all job requirements that may be needed to perform the job. Facility needs may necessitate performance of multiple other tasks, duties, and responsibilities including, but not limited to assuming the responsibilities of other positions in order to deliver a high quality of service.

I further understand and acknowledge that this job description is not all inclusive and that the facility reserves the right to revise and/or change job duties and responsibilities as needed.

I further understand and acknowledge that this job description is not a contract, in whole or in part, and that I am an employee at will.

Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor and/or Witness Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_