



Activities Specialist II

General Summary:

Under the supervision of the Manager of Recreation, this individual is responsible for understanding the therapeutic recreational needs of each participant by completing a comprehensive assessment and providing an individualized treatment plan in accordance with each participant's physical, social, emotional, and spiritual needs. The Activities Specialist II demonstrates the knowledge, skills, and abilities to provide purposeful and meaningful therapeutic recreation services to a wide spectrum of participants.

Essential Responsibilities:

- Demonstrates organized and team-oriented approach to service delivery.
- Implements group processes to enhance the effectiveness of service delivery.
- Designs and creates new therapeutic programs and projects.
- Acts as a resource to the Activities Specialist I.
- Plans and implements special events such as holiday parties, therapeutic outings, entertainment, and other recreational programs.
- Creates and maintains tracking spreadsheets. Compiles information for inclusion in monthly calendars, newsletters, and other reports.
- Develops and writes periodic participant assessments, progress notes, and treatment plans according to organizational policies. Documentation is completed timely.
- Initiates and collaborates with other team members to develop activities for the Wellness program.
- Designs and leads quality assurance programs.
- Provides mentorship and training to other activities staff on program development.
- Is prepared for and represents the Activities Department at IDT meetings. Communicates daily activity programming in addition to any changes in participants' plan of care.
- Provides coverage at other ADH sites as needed.
- Ability to pass a fit test. Position requires mask where seal is critical. Incumbent is required to not have facial hair that interferes with a tight seal of the respirator.
- Assists with transportation safety.
- Performs other duties as required.

Job Specifications:

- Bachelor of Arts/Sciences in Recreational therapy or related field.
- Minimum of 2 years of experience with the geriatric population.
- Minimum of 1 year of experience with program development.
- Strong written and verbal communication skills.
- Basic computer skills for use of Outlook, Word, and an electronic medical record.
- Enthusiasm, initiative, creativity, and ability to work in a team environment.

Name printed

Signature

Date