



Element Care

TITLE: Activities Specialist

JOB FUNCTION: Operations

GENERAL SUMMARY:

Under the supervision of the Manager of Recreation, this individual is responsible for understanding the therapeutic recreational needs of each participant, and ensuring that each participant feels welcomed and valued at the PACE site. The Activities Specialist implements a comprehensive program of multiple ongoing parallel activities designed to achieve participant's individualized goals.

ESSENTIAL RESPONSIBILITIES:

- Provides representation of the activities department and the implementation/communication of programs.
- Maintains established tracking spreadsheets. Compiles information for inclusion in monthly calendars, newsletters, and other reports.
- Performs initial and periodic participant assessments according to organizational policies. Documentation is completed timely.
- Accurately and thoroughly assesses participants' needs, abilities, and desires and implements individual and group activities to motivate, stimulate, and improve or maintain the participants' level of function.
- Collaborates with other team members to develop activities for the Wellness program.
- Actively participates in quality assurance programs.
- 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.
- Provides activities in participant homes when needed. May include assisted living or private home environment.
- 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:

- High school diploma. Associates degree or Activities Director Certification preferred.
- Minimum of 2 years of experience with the geriatric population.
- 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