

Westminster Village Job Posting

Position: Activity Assistant

Department: MHC Activities

Reports to: Activity Director

Status: Full Time, 40 hours per week including every other weekend, some holidays and evenings

Duties:

- Responsible for assisting in planning, organizing and executing of activity programs required by director.
- To attend all meetings (including informational and educational) as deemed necessary by supervisor.
- To confer with the Administrator and DON regarding departmental issues.
- Assist in guiding and supervising volunteers.
- Assist in the planning and operation of activity programs such as newspaper, resident council, special events, aviary, movies, etc. as directed by supervisor. Some of the events may be held on holidays or weekends.
- Assist with Minimum Data Set assessments of residents as needed.
- Assist with Resident Care Process.
- Assist in keeping up-to-date records of patients' participation schedules, resource material and other statistical information as necessary and required by State and Federal governmental regulations.
- Assist in 1:1 visit with residents, and document accordingly.
- Obtain necessary and required approval for any independent activities with residents.
- Other duties as assigned by the Activity Director or Administrator.

Education/License:

- High School Diploma, GED equivalent.
- Experience in a social or recreational program in a Health Care setting is preferred.

Skills, Knowledge and Abilities:

- Good verbal, written, computer and communication skills.
- Demonstrate compassion and tact during interaction with residents, family and staff.
- Organized, motivated, problem solver, multi-tasker, accept responsibility, willing to take direction for assistance with activities.