

ORANGE COUNTY CLASS SPECIFICATION

TITLE: ACTIVITY SPECIALIST **GRADE:** 6

TITLE ABBREVIATION: ACTIVITY SPEC **TITLE NO.:** 6045

JURIS.CL: C **SALARY CODE:** 08 **UNIT:** **EEO CODE:** SM **FLSA CODE:** NC

DEPARTMENT: RESIDENTIAL HEALTH CARE SERVICES **DIVISION:** ACTIVITIES

SUPERVISOR'S TITLE: ACTIVITIES SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for evaluating, planning, implementing, monitoring and documenting a program of therapeutic and leisure time recreation activities designed to meet individual needs and motivate, both mentally and physically, each resident in the assigned area. Work is carried out in accordance with Federal and New York State Health Code guidelines and local facility policies and procedures. Work is performed under the direct supervision of an Activities Supervisor, with leeway for independent judgment in the development of therapeutic activity plans and the day-to-day implementation of these plans. Employees may be assigned to work weekends and holidays. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Completes base-line assessment form and prepares written care plan designating the level of recreation activity to be provided, including utilization of adaptive equipment;
2. Plans and conducts, in a safe environment, individual and group activities based on resident needs and interests as stated in Comprehensive Care Plan and on-going assessment tools;
3. Observes, evaluates and monitors residents during activities and records observations;
4. Completes, within a mandated time frame, information for interest surveys, progress notes, statistical flow sheets and MDS and assessment forms;
5. Participates in Comprehensive Care Plan meetings to give in-put to multi-disciplinary care plans for each resident;
6. Meets with Nursing Care Managers to evaluate resident progress toward goals and to revise plans based on changes in resident's condition;
7. Tabulates data from statistical flow charts for use by Activities Supervisor in preparing State mandated report;
8. Orients each new resident on assigned unit to facility, staff members, activity areas, daily schedules and routines;
9. Plans and conducts holiday celebrations, special entertainments and social gatherings, including decorating, transporting residents, ordering food items, serving refreshments and clean-up;

10. Assists with planning, arranging and implementing community outings for residents, including driving the facility's van;
11. Works closely with volunteers by encouraging resident participation in group entertainment and by assisting volunteers in carrying out programs;
12. Maintains inventory of supplies for assigned unit and requests new items as needed;
13. Operates equipment such as kiln, projectors, VCR, tape recorders and wheelchair lifts in a safe manner;
14. Participates in the plan of care for domestic animals involved in activity programs per Facility policies and procedures, including but not limited to feeding, grooming and arranging for veterinary care;
15. Attends meetings as required;
16. May occasionally participate in feeding residents.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of principles of therapeutic and leisure time recreation; ability to prepare accurate and timely reports and resident assessments; ability to plan, organize and conduct recreation activities for individuals and groups; ability to operate equipment used in activity sessions; ability to make decisions in the best interest of the residents; ability to establish and maintain effective relationships with residents; ability to work and carry-out assignments independently; resourcefulness; enthusiasm; trustworthy; initiative; sense of humor; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma and one (1) year of paid experience planning and conducting therapeutic, recreational or leisure time activities; OR
- (B) Four (4) years of experience as defined by (A) above.

Note: When assigned to drive the facility van, must possess and maintain a valid Class E driver's license.