

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** DIRECTOR OF ACTIVITIES AND VOLUNTEERS **GRADE:** 13

**TITLE ABBREVIATION:** DIR ACT VOL **TITLE NO.:** 6317

**JURIS. CL:** C **SALARY CODE:** 01 **UNIT:**        **EEO CODE:** OA **FLSA CODE:** NE

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

**SUPERVISOR'S TITLE:** DEPUTY COMMISSIONER, RHCS

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning and directing an organized and diversified program of meaningful activities which shall meet the recreational, social, educational and spiritual needs of residents at the Residential Health Care Facility. This position is responsible for recruiting, scheduling, coordinating and supervising the work of activities staff and volunteers. In addition, the incumbent manages the work and personnel assigned to the Facility's gift shop, grooming services and pastoral services. The work is carried out in accordance with Federal and State Health Code guidelines and Facility policies and procedures. Work is performed under the general supervision of the Deputy Commissioner with latitude to exercise independent judgment in selecting program content. Direct supervision is exercised over the work of assigned staff and volunteers. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Organizes, assigns duties and directs all activities staff and assigned volunteers in a variety of activities for residents including but not limited to various entertainment, games, sports, exercises, arts and crafts, parties, religious services and educational programs, both inside and outside the facility;
2. Assures that all residents are assessed upon admission to the Facility and an individual activity plan is prepared for each according to the individual's interests and abilities, including which residents are not permitted for specific documented medical reasons to participate in certain activities;
3. Ensures that each resident's attendance and participation at activity programs meets or exceeds the requirements as defined in the context of each resident's comprehensive assessment and care plan;
4. Participates in activities both within and outside the Facility to lead, motivate and assist where needed;
5. Schedules or approves scheduling of all recreational, religious and educational programs that involve participation of the community with residents in the Facility;
6. Ensures the development and posting of a monthly activities schedule which is highly visible and accessible to both residents and staff;
7. Ensures department meets Continuous Quality Improvement (CQI) standards and participates in CQI Committee meetings;
8. Performs periodic audit of chart documentation including, but not limited to, the Activity Plan, Activity Progress Notes and Care Plans written by Activity Specialists to assure compliance with New York State Department of Health Codes;
9. Ensures attendance of Activities staff members in Comprehensive Care Planning meetings;

10. Contacts clubs, schools, and civic organizations in order to promote public awareness of services provided and to recruit volunteers;
11. Organizes and conducts annual functions to publicly recognize volunteers and their contributions to the facility;
12. Maintains inventory, prepares budget and orders supplies for Activity, Volunteer and Pastoral Care units;
13. Oversees the management and staff of the in-house gift shop which includes purchasing, budgeting and scheduling of volunteer sales personnel.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the methods, procedures and objectives of therapeutic recreation and leisure time activities; good knowledge of the facility's routines, policies and procedures as they apply to therapeutic recreation and leisure time activities; good knowledge of therapeutic recreation and leisure time activities including but not limited to games, sports, exercises, arts, crafts, parties and music; good knowledge of public relations methods and procedures; good knowledge of recruiting techniques; ability to develop and implement activity programs to meet resident needs and interests; ability to lead and direct individuals or groups of residents effectively and to stimulate their interest; ability to communicate effectively both orally and in writing; ability to supervise the work of others; ability to prepare accurate and timely records and written reports; ability to get along with others; resourcefulness; dependability; enthusiasm; initiative; tact; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Bachelor's Degree (or higher) in Recreation, Occupational Therapy, Leisure Studies or related field and one (1) year of full time paid experience in a patient activities program in a health care setting; OR
- (B) Associate's Degree in Recreation, Occupational Therapy, Leisure Studies or related field and three (3) years full time paid experience as defined in (A) above, one (1) year of which shall have included directing the work of employees or volunteers; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years full time paid experience as defined in (A) above, one (1) year of which shall have included directing the work of employees or volunteers

**NOTE** At time of appointment, candidate must meet qualifications pursuant to the New York State Department of Health, as outlined by Title 10 NYCRR 415.5.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.