

RECREATION ASSISTANT JOB DESCRIPTION

Definition:

Under the direction of the Recreation Therapist, the Recreation Assistant will assist in the planning, coordinating, and implementing therapeutic activity programs on a daily basis to meet the individual Resident's needs and interests.

Qualification:

The Recreation Assistant needs to possess the following educational and experience requirements: and support the following professional viewpoints.

- 1) Have successfully completed or be eligible to attend approved Training Course.
- 2) Have a thorough knowledge of various Resident activities, and have familiarity with Resident limitations and needs.
- 3) Be able to work in close cooperation with the Recreation Therapist accept and utilize constructive criticism, and display initiative to compete activity related tasks and programs.

Reports To:

Recreation Therapist – First
Administrator – Second

Job Specifications:

- 1) Basic Skills
 - a. Dependability, punctuality, creativity, enthusiasm, affection, flexibility, and patience.

b. Ability to communicate effectively, verbally and in writing

2) Inter-personal Skills:

- a. Sensitivity to the needs, interests, and abilities of Residents.
- b. Ability to organize, supervise, and direct others; assume and delegate responsibility; accept advice and consultations.

3. Mental Skills:

- a. Moderately complex problem solving, excellent safety judgment, short and long term memory.
- b. Good organizational and planning skills.

4. Sensory Skills:

- a. Constant use of sight, hearing, and speech for reading, identification, and communications.
- b. Intermittent use of touch.

5. Physical Demands

- a. Direct participation in fine and gross motor activities.
- b. Performance of a medium level of physical work-pushing, pulling, lifting, bending, kneeling, standing, sitting, carrying, stooping, reaching.
- c. Moving Residents, table and chairs, exerting twenty pounds of force on a frequent basis, and fifty pounds of force on an occasional basis.

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Essential Job Duties:

- 1) Dependable, punctual attendance.
- 2) Assist and/or lead assigned group or one-to-one activity programs.
- 3) Assist Residents to and from activity programs.
- 4) Report any changes in Resident behavior, safety hazards, or procedural difficulties, to the Recreation Supervisor.
- 5) Distribute monthly activity calendars to Residents. Post calendars on designated display boards.
- 6) Assist with an evaluation of each Resident according to their backgrounds, activity interests, abilities, physical limitations, and needs for meaningful activity programs.
- 7) Maintain an up-to-date daily attendance chart on each Resident.
- 8) Transfer and file all Residents' attendance forms at the end of each quarter or each month into a designated location.
- 9) Develop and display thematic/holiday decorations throughout the facility.
- 10) Assist in developing and maintaining an active volunteer program which involves screening, training, and supervision of volunteers.
- 11) Assist with maintaining current organizational systems or special needs lists (i.e. Catholic, birthday lists).
- 12) Attend and participate at staff meetings, care plan meetings, in-service training programs, and other meetings as assigned.
- 13) Assist in maintaining equipment and supplies in a neat and safe manner.

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