| | |
|---|---|
| **Job Title:** Recreation Program Director | **Reports To:** SNF Administrator |
| **Job Classification:** | |
| **FLSA Status:** | **Revised Date:** April 2024 |

## POSITION SUMMARY

The Recreation Program Director provides for an ongoing program of activities designed to meet the interests and the physical, mental, spiritual, and psychosocial well-being of each resident.

## GENERAL JOB DUTIES

- All employees are responsible for a basic knowledge of the employee handbook, along with the mission and vision of the Facility, and must conduct themselves with behavior that supports these values.
- All employees understand the safety and well-being of both the residents and staff members is the number one priority of their Facility.
- All employees are responsible for making the most of their working time and reach maximum potential by being on time for appointments and completing deadlines in a timely manner.
- All employees are expected to escalate issues as necessary.
- All employees will specifically be trained on their job duties, however; other mandatory trainings may be deemed appropriate by leadership for one or all members of the team.
- Other projects and/or duties as assigned.

## ESSENTIAL JOB FUNCTIONS

1. Provide a daily activities program including:
    A. A plan of activities appropriate to the needs of the residents that includes, but is not limited to:
        - Group activities
        - Indoor and outdoor activities
        - Activities away from the facility
        - Opportunity for resident involvement in planning and implementation of the activities program
        - Implementing a variety of activity programs including:
            - Spiritual
            - Creative activities such as arts, crafts, music, and drama
            - Cognitive: educational and intellectual
            - Physical: exercise and games
            - Social Interaction
            - Seasonal
            - Sensory
        - Community & family involvement
        - Pet Therapy
        - Intergenerational programs

    B. Prepare a monthly calendar of activities which will be posted in a prominent location that is visible to residents, visitors, and staff. Each resident should receive a copy of this monthly calendar. A schedule should also be available to their legal representatives.

    C. Encourage resident participation in activities.

D. Plan and conduct Resident Council meetings every month.

   a. Complete resident concern sheets and give to the dept. being addressed

E. Plan and implement at least 1 evening and 2 weekend (Saturday or Sunday) activities. Holiday activities as necessary. These programs must be in addition to any spiritual programs that are already in place.

F. Organize and schedule community events related to resident interests.

G. Post daily activities as requested by staff and residents

2. Plan, schedule, and implement room visits and in-room (1:1) activities for residents unable or refusing to leave their rooms.

3. Create a monthly newsletter to distribute to residents and their families. This should be added to the facility website monthly. Articles from dept. heads should be provided with the help of the administrator.

4. Recruit, train, and supervise volunteers when appropriate. Acknowledge their service in some way.

5. The Recreation Program Director will orient/ instruct, supervise, assign duties, and evaluate work performances of the Recreation Assistant.

6. Mail delivery may be done by the Recreation Director. Resident mail must be delivered daily and timely. Resident mail may not be opened unless directed to do so by the resident. Be sure mail is being passed out on Saturdays by coordinating with specific departments working on weekends.

7. Obtain necessary equipment/supplies and provide for their accessibility through organized storage.

8. Complete the activity component of the resident life profile assessment within 14 days of admission.

9. Complete the activity component of resident assessments upon admission, annually, quarterly, and as conditions change.

10. Identity and document resident care plans by creating a focus, goal, and interventions based on resident interests, needs, and hindrances. Updates to care plan will be documented quarterly and as conditions change.

11. Maintain accurate, up to date documentation of activity participation for each resident.

12. Add resident pictures to PCC upon admission.

13. Act as an active member of the interdisciplinary team and attend resident care conferences.

14. Keep postings on the facility Facebook page and website up to date. Review photo releases.

15. In the absence of the Recreation Program Director appropriate staff will be designated to carry out scheduled programs. There should be a written plan of action in place for the person leading activities.

16. Observe infection control procedures related to the Recreation Department.

17. Maintain responsibility for the safety of the residents under his/her supervision.

18. Observe all facility safety policies and procedures including working responsibility to ensure personal safety.

19. Always follow Resident Rights policies.

20. Obtain and maintain a chauffer's license or CDL within 30 days of hire (when applicable).

21. The use of personal vehicle for approved work related tasks will be reimbursed for mileage at a pre-determined rate.

22. Come to work as scheduled and consistently demonstrate dependability and responsibility. Need to be flexible in work schedule to meet needs of residents and State criteria.

23. Ensure Policy & Procedure Manuals are up to date and accurate.

24. Budget activity funds appropriately
    A. Continue to work with the administrator to review the budget on a regular basis.
    B. All receipts should be accounted for.
    C. A ledger of funds spent should be completed after each purchase.

25. Contribute to facility efforts to maintain and/or improve quality of care through participation in the following:
    A. Attend Department Head meetings.
    B. Attend mandatory in-services.
    C. Continue to attend continuing education classes.

26. Always present an appropriate professional appearance.
    A. Black, khaki, or colored pants. No jeans.
    B. No open toed shoes and shoes must have backing.

27. Comprehend and follow all OSHA, State, Federal, and HCI rules/regulations are understood and followed.

## EDUCATION & EXPERIENCE REQUIREMENTS

- Minimum educational requirements include a high school diploma.
- A 75-hour Activity Professionals Qualification Course must be obtained without a BS in Therapeutic Recreation.
- Each person will participate in ongoing continuing education. 10 CEUs must be obtained per year.

## REQUIRED SKILLS

- Good verbal and written communication skills
- Evidence of effective problem resolution skills
- Ability to maintain composer in stressful situations
- Willingness to consider the advice and opinion of others
- Ability to set and achieve goals
- Ability to be organized and efficient
- Ability to train and motivate others
- Ability to meet deadlines
- Ability to think outside the box and be resourceful.
- Ability and willingness to act as a role model in conduct and appearance
- Basic computer skills, preferably Microsoft 365

## PHYSICAL REQUIREMENTS

- Ability to lift up to 50 pounds. This position requires regular movements such as: balancing, climbing, crawling, crouching, fingering, grasping, kneeling, lifting, pulling, pushing, reaching, repetitive movement, standing, and stooping.
- An individual in this position may be exposed to: inside environmental conditions, physical chemical, or respiratory hazards.
- An individual in this position may be exposed to Bloodborne Pathogens.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

## EQUAL EMPLOYMENT OPPORTUNITY

At your Facility, we understand that every employee is different in his or her own way. We do not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, military status, or other non-merit factors. The Facility is a proud Equal Opportunity workplace.

By signing below, I am certifying that I am qualified for this position (as described above) and capable of performing the general and essential functions of the position. I agree that this Job Description has reasonable expectations and that this is in no way, shape, or form a contract of employment. By signing this document, there is no guarantee of continued employment as the State of Iowa and Nebraska mandates at-will employment.

_____

FACILITY NAME

_____ _____

EMPLOYEE SIGNATURE DATE

_____

PRINT EMPLOYEE NAME

_____ _____

SUPERVISOR SIGNATURE DATE

_____

PRINT SUPERVISOR NAME