Job Title: Recreation Program Assistant	**Reports To:** Recreation Program Director
Job Classification:	
FLSA Status:	**Revised Date:** April 2024

POSITION SUMMARY

The Recreation Program Assistant aids and receives direction from the Recreation Program Director to create an ongoing program of activities designed to meet the interests and the physical, mental, spiritual, and psychosocial well-being of each tenant.

GENERAL JOB DUTIES

- All employees are responsible for a basic knowledge of the employee handbook, along with the mission and vision of the Community, and must conduct themselves with behavior that supports these values.
- All employees understand the safety and well-being of both the tenants and staff members is the number one priority of their Community.
- All employees are responsible for making the most of their working time and reaching 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 in their job duties, however; other mandatory training may be deemed appropriate by leadership for one or all members of the team.
- Other projects and/or duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Follow plans and schedules and implement programs for individuals and groups under the direction of the Recreation Program Director.
- Communicate the tenants' needs and interests to the Recreation Program Director.
- Document all interaction with the tenants and/or their family in the activity component notes under the direction of the Recreation Program Director.
- Assist with the implementation of Reality Orientation, reminiscence, and/or validation therapy on an ongoing basis under the direction of the Recreation Program Director.
- Work with the Recreation Program Director in conducting Tenant Council meetings.
- Plan and implement evening and weekend functions under the direction of the Recreation Program Director.
- Take part in in-service education and attend all in-service sessions as required.
- Work with Community volunteers in a cooperative manner.
- Assist the Recreation Program Director in organizing and presenting community events related to tenants' interest.
- Maintain an activity attendance record for each tenant under the direction of the Recreation Program Director.
- Assist with the planning, scheduling, and implementation of room visits and in-room activities for tenants unable to leave his/her room under the direction of the Recreation Program Director.
- Make suggestions for an adequate supply of materials to implement activity programs to the Recreation Program Director.
- Observe and follow infection control and universal precautions as they pertain to the Recreation Program.
- Must be responsible for the safety of tenants under your supervision.
- Always follow Tenants Rights policies.

- Accept and perform additional duties as assigned by your department head or Administrator/Executive Director in a cooperative manner.
- Always present an appropriate professional appearance.
- Come to work as scheduled and consistently demonstrate dependability and responsibility.
- Observe all community safety policies and procedures including working responsibly to ensure personal safety.
- Comprehend and follow all OSHA, State, and Federal policies and regulations.
- Need to be flexible in work schedules to meet the needs of the tenants and State and/or Federal criteria for Recreation Program.
- The use of personal vehicle for approved work related tasks will be reimbursed for mileage at a pre-determined rate.
- The sensory and communicative activities essential to the performance of this position include hearing, seeing, smelling, speaking, reading, and writing.

EDUCATION & EXPERIENCE REQUIREMENTS

- High School Diploma or GED preferred.
- On the job training and ongoing continuing education through the in-service program.

PHYSICAL REQUIREMENTS

- Ability to lift 30 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 Community, we understand that every employee is different in his or her own way. We do not discriminate in employment based on 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 Community 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.

_____

COMMUNITY NAME

_____ _____

EMPLOYEE SIGNATURE DATE

_____

PRINT EMPLOYEE NAME

_____ _____

SUPERVISOR SIGNATURE DATE

_____

PRINT SUPERVISOR NAME