

NORTHEAST MONTANA HEALTH SERVICES - FAITH HOME

JOB DESCRIPTION
ACTIVITIES ASSISTANT

NAME: _____

ACCOUNTABLE TO: **ACTIVITIES DIRECTOR**

PURPOSE OF YOUR JOB POSITION

The primary purpose of your job position is to assist with Activities programs and other duties as directed by the activities Director.

Every effort has been made to make this as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical job assignment to the position.

WORKING CONDITIONS

1. Is subject to frequent interruptions.
2. Is subject to sitting, standing, and lifting throughout the day.
3. Is subject to infectious diseases, waste, and odors, etc.
4. Is subject to hostile and emotionally upset patients, families, and visitors.
5. Is willing to work beyond normal working hours, weekends, and holidays.
6. Is subject to falls, injury from equipment, odors, etc.

ESSENTIAL EDUCATIONAL REQUIREMENTS

1. Ability to work well with staff, volunteers, and residents.

ESSENTIAL JOB FUNCTIONS

1. Must be able to work flexible hours.
2. Must be able to speak the English language in an understandable manner.
3. Must be able to cope with the mental and emotional stress of the position.
4. Must be able to see and hear or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
5. Must function independently, have flexibility, personal integrity, and the ability to work effectively with patients, family members, physicians, and co-workers.

6. Must be in good general health and demonstrate emotional stability.
7. Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and at time hostile people within the facility.
8. Must display ability to maintain absolute confidentiality at all times.

MAJOR DUTIES AND RESPONSIBILITIES

1. To supervise scheduled programs as needed in absence of Activities Director or as directed.
 - a. In conjunction with resident input, direct program to the best needs/interests of the residents.
 - b. Make change in program as needed.
2. To provide frequent contact with the residents on a daily basis.
 - a. Observe residents for changes in activities and lifestyle.
 - b. Report any changes to proper staff.
3. Chart daily activities.
 - a. Observe resident's attendance at activities.
 - b. Maintain accurate records to comply with State and Federal Regulations.
4. To abide by all policies of NEMHS. Read and review all policies.
 - a. All Nursing Policies
 - b. All Personnel Policies
 - c. All OSHA Regulations
 - d. All Corporate Compliance
 - e. HIPAA
 - f. Hazcom/Blood Borne Pathogens

I have read the job description and hereby agree to perform the above duties and responsibilities to the best of my ability.

Supervisor

Date

Employee

Date