

Position Description

TITLE: DIRECTOR OF ACTIVITIES

SUMMARY:

Provides leadership, direction and supervision of Activities Department. Oversees and implements programs and events that encourage the social, emotional, mental, physical and spiritual development of residents as an integral part of their total care. Oversees quality of service of Activities Department and ensure continual operations in compliance with Federal and State regulations.

ESSENTIAL FUNCTIONS:

Develops short and long term goals and objectives in consultation with community management and consistent with our Mission, Vision, Core Values and Commitment to Inclusion.

Oversees the administrative operations and personnel management of the Activities Department. Interviews, hires, supervises, trains, motivates, and performance management of Activities Department personnel and Drivers; provides oversight to volunteers.

Ensures compliance with administrative, legal, regulatory, governmental and accrediting agency requirements for health care organization management. Implements the community policy and procedures accordingly. Creates, implements, maintains, and ensures the compliance of the Activity Department policies, procedures, and manuals.

Participates in community and our policy planning and responsible for maintaining community's activities policy and procedure manuals.

Oversees and directs all activities functions to meet the needs, interests and abilities of the residents. Develops a departmental structure; assigns responsibility and delegates authority. Establishes staffing needs and monthly time schedules based on activities.

Oversees that group recreational programs and individual activities are meaningful, have variety and are utilized. Encourages social communication amongst residents through planned group activities. Use monthly themes, birthdays and anniversaries to create programming.

Establishes and maintains volunteer groups; directs and coordinates their activities. Educates and trains volunteers to implement services and programs for residents. Schedules vendors and volunteers accordingly.

Oversees assessments and completes documentation of medical records, including a comprehensive resident activity assessment, a portion of the Minimum Data Set, and quarterly progress notes to ensure full compliance with all state and federal laws and regulations pertaining to activities and psycho-social services.

Oversees and maintains current records, plans, reports and evaluations of the program and resident participation and functioning.

Presents in-service training to staff regarding activity program; participates in planning conferences, and quality assessment assurance.

Ensures regular opportunities for worship for residents in all levels of care.

Oversees distribution of resident mail for the Health Center, Assisted Living and Memory Care.

Assists in the preparation of the Activities Department's operating budget recommendations, monitors expenditures, approves charges, establishes priorities for expenditures and prepares budget variance analysis.

Oversees department workplace safety and risk control programs to ensure employees are provided education and training regarding safe work practices and occupational exposure. Ensures all workplace injuries are reported and investigated in a timely and thorough manner in accordance to our procedures. Works with Human Resources and employees regarding Return-to-Work programs, Workers Compensation and Leave of Absence requests.

Recognizes and reports concerns regarding residents' physical, mental and/or emotional status to a member of Management Staff.

Scheduling & billing for Independent and Assisted Living physical activity programs

Oversees all transportation needs for Independent and Assisted Living resident requests and physician appointments, including but not limited to: Schedules drivers to drop off and pick up prescriptions and labs, Oversees vehicle maintenance & budget in conjunction with Maintenance Department, Responsible for campus calendar including scheduling & transport for special group outings, Oversees electric cart transportation for residents on campus, Orienting & training staff on vehicle safety

Performs other work as assigned.

DEPARTMENT HEAD CORE COMPETENCIES REQUIRED:

Human Resources/Performance Management - Proven ability to recruit and select talented and diverse people; effectively assess, develop, appraise, and reward performance; coach and counsel staff and implement appropriate corrective action; and consistently comply with employment legal issues.

Department Performance - Proven ability to plan, organize, and deploy resources and establish procedures and training to achieve excellent service and resident and internal client satisfaction; motivate individuals and/or group; lead, motivate, and encourage others to work in a team-oriented manner to achieve department potential; and promote our Mission, Vision, Core Values and Commitment to Inclusion.

Communication/Interpersonal Skills - Proven ability to produce clear, understandable, and concise written materials; exhibit excellent English verbal communication skills; consistently listen to understand and probe; show sensitivity to the issues of aging; and exhibit versatility in relating and leading others; recognizes, understands, and can successfully apply the dimensions of emotional intelligence.

Customer Service - Proven ability to understand and respond to resident/staff wants; create effective work plans and manage competing demands; demonstrate high commitment to internal and external customers; and identify, prevent, and resolve potential problems.

Technical: Job Knowledge/Information Technology - Proven ability to understand all job functions and responsibilities, including capabilities and uses of our IT systems; demonstrate knowledge of Corporate Compliance policies and procedures, applicable government licensing and regulations/codes, and safety programs; and understand the Elder Services Industry, as it pertains to the capabilities and services of our community and the industry competition.

Financial Management - Proven ability to be proficient in budgeting, expense projection and management, and inventory control; and possess a working knowledge of operating ratios, financial systems, and controls for proper utilization of the organization's financial resources.

Business Management - Proven ability to think analytically; demonstrate skills in program research and evaluation, performance measurement, data analysis, and reporting; make effective and timely decisions; establish project goals and timelines; exhibit excellent judgment and flexibility, while following our projects process; serve as a role model for ethical and professional standards for others; plan, assign, delegate, control, direct, monitor, evaluate, develop and implement accurate and timely work; and maintain network of the community and outside peers.

KNOWLEDGE, SKILLS, & ABILITIES REQUIRED:

Knowledge of OBRA regulations, Title 22 and Division 5 and 6 California Administrative Code in regard to the provision of activities and social services. Comprehensive knowledge of activities programs and techniques associated with the scope and complexity of care required by residents served. Knowledge of and access to community resources. Knowledge of and willingness to discover activities and programs appropriate for residents.

Instructional skills to present information. Organizational skills to document notes. Sound judgment skills to assess needs and determine appropriate course of action in emergency situations. Awareness and judgment skills to recognize changes of residents' conditions. Proficient with Microsoft Office suite of products (Word, Excel, Outlook) and the ability to quickly learn new applicable software programs and the use of a Smartphone.

Ability to determine a resident's ability to participate in activities. Ability to interpret complex laws, regulations and policies. Ability to act with patience, tact and courtesy in dealing with residents, their families, staff and vendors under demanding and difficult conditions. Sensitivity and understanding of issues related to aging, bereavement, grief, and loss issues.

PHYSICAL REQUIREMENTS REQUIRED:

Physical skills and ability to perform work that requires sitting, walking, stooping, bending and lifting up to 50 pounds.

QUALIFICATIONS REQUIRED:

Bachelor's degree in Recreation, Recreation Therapy or a related field. Minimum of two (2) years recent experience in a social or recreational program, completion of ARF Activities Leadership Training course approved by the state of California and all other requirements under Federal and State laws for the position. Experience in aging or related services preferred. Experience in a skilled nursing environment highly desirable.

SUPERVISORY RESPONSIBILITY:

Full management responsibility for up to 10 employees, volunteers and outside vendors. Manages directly or through Activities Supervisor (SSF only).