

HALLKEEN ASSISTED LIVING COMMUNITIES

Job Title: Activity Assistant

Location: Prospect House Revere, MA 02151

Hours: Part-time / Per diem and every other weekend a must

SUMMARY:

Provide active and passive, group and individual activities, which enhance the mental, physical spiritual and social needs of residents and allows residents to continue playing an active role in our residential community.

HOURS: Part-time / Per diem and every other weekend a must

QUALIFICATIONS:

Knowledge, Skills and Abilities: Knowledge of therapeutic recreational techniques. Ability to work independently or in groups. Candidate must be creative and motivational, have the ability to over see daily programming in the temporary absence of program director. Computer skills required and knowledge of calendar software. Job requires frequent bending, stretching, stooping and lifting. Great smile, ability to laugh and have experience working with elders. Willing to work weekends and some holidays is also required.

ESSENTIAL JOB FUNCTIONS:

The responsibility of this part-time position will include but are not limited to the following:

1. Carries out preplanned activities, and create new programming of her choice with approval by Activities Director.
2. Responsible for preparation and clean up of supplies.
3. Accompany residents with an aid on outings monthly to prearranged locations.
4. Welcome new residents and introduce them to the activities of the community.
5. Assist other managers with any special functions for residents (i.e. Theme dinners or holiday decorating of community).

If you are interested in applying or know someone to refer for the position please fax or e-mail resume to Tammy Smith at 781-853-0005 or Tsmith@hallkeen.com