

HallKeen Assisted Living Community

Job Title: **Activity Assistant**

Location: **Maple Ridge Memory Care Essex, VT 05452**

Hours: **Full Time**

Job Summary:

Leads assigned programs that are of interest and meaning to our Residents in order to enhance their lives and exceed their active aging lifestyle expectations.

Principle Duties and Responsibilities:

The following essential functions are the fundamental job duties of the position to be completed with or without appropriate reasonable accommodation.

- Leads assigned Activity programs
- Offers adequate and diversified recreational activities to Residents with sufficient supervision for each activity.
- Develops programs for Residents including, if applicable, programs designed for Residents confined to their rooms.
- Engages and motivates Residents resulting in program participation.
- Informs Residents of upcoming activities and maintains a current schedule of events on the bulletin board.
- Greets new Residents and families making a special effort to include and engage them in activities and introduce them to others in the community with similar interests and backgrounds.
- Assists in planning parties and activities as well as decorating the community according to the season and/or holiday throughout the years as well as planning monthly birthday parties to honor residents.
- Covers reception desk, when needed as scheduled.
- Maintains records of all activities, Resident participation levels and acceptance of each activity by residents as required by state law.
- Assists Activity Director in enlisting the services of volunteers to aid the activities program if applicable.
- Adhere to and carry out all Company policies and procedures.
- Report on-the-job injuries to a supervisor before the end of the day on the day an injury occurs.
- Establish and maintain constructive working relationships with coworkers, Residents/families, and visitors.
- Promote the community in a positive way
- Promote teamwork in providing highest quality customer service to residents, families and visitors
- Be available for on-call Community emergency situations.
- May perform other duties as assigned.

Minimum Qualifications:

- High school diploma or general education degree (GED); three to six months related experience and/or training; or equivalent combination of education or experience acceptable.
- Able to write simple correspondence. Able to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Physical Demands:

- Physically able to move at least 25 lbs. without assistance.
- Physically able to bend, reach, and work in small areas.
- Physically able to push and pull equipment and furnishings.
- Physically able to stand for long periods of time.

If you are interested in applying or know someone to refer for the position please e-mail resume to klemery@mapleridgessex.com