

HALLKEEN ASSISTED LIVING COMMUNITIES

Job Title: **Activity Assistant - Assisted Living Community**

Location: **Corcoran House Assisted Living Clinton, MA 01510**

Hours: **Per Diem**

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.

Hours: Per Diem

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.
- Assists in developing 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 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.
- Report any changes in Residents' condition immediately to the Activity Director
- Covers reception desk, when needed
- 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.
- Keeps attendance of residents participating in given activities
- Record and maintain activity progress notes as well as a record of Resident activities
- May perform other duties as assigned.
- Assists Activity Director on Field Trips with loading residents on and off the van
- Follow procedures and protocols

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.
- Experience with Microsoft applications: Word Document, PowerPoint and Excel

Physical Demands

- Physically able to move at least 50 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 and to work on hands and knees for long periods of time.

If you are interested in applying or know someone to refer for the position please fax or e-mail resume to 978-365-9800 or CDickson@hallkeen.com