

HALLKEEN ASSISTED LIVING

<u>Job Title:</u>	Activities Director
<u>Location:</u>	Brigham House Assisted Living – Watertown, MA 02472
<u>Hours:</u>	Full Time

Overview:

The Activities Director is responsible for the planning, development and implementation of an activities and recreation program for facility residents in accordance with current/existing state regulatory agencies,. Assures that the spiritual development, emotional, recreational and social needs are met and maintained on an individual basis.

Reporting Relationships:

The Activities Director reports to the Executive Director of the Facility.

Responsibilities:

The responsibilities include but are not limited to the following:

- Assist in planning, developing, organizing, implementing, evaluating, and directing the Activities Programs of the facility
- Meet with administration, resident care staff and other related departments for planning activities.
- Develop and maintain a good working rapport with other departments with the facility and outside community agencies to assure that the activities programs can be properly maintained to meet the needs of the residents
- Assist in the development of and participation in, regularly scheduled orientation and in-service training programs
- Interview residents/families as necessary to better provide activities to meet needs involve resident's families in planning activities when possible.
- Assist in arranging transportation and escorts for field trip and to other facilities whenever possible
- Encourage hobbies and crafts and provide materials in keeping with the resident's financial status and the departmental budget.
- Record and maintain activity progress notes as well as a record of resident activities
- Prepare and post a schedule of activities and keep the Orientation Board up to date.
- Maintain CONFIDENTIALTY of all pertinent resident care information to assure resident rights are protected
- Organize and maintain a Volunteer Program
- Report any changes in the resident's condition immediately to the resident care department

- Report all accidents/incidents immediately
- Schedule outside activities and groups for residents
- Provide tours of the facility and an explanation of the admission procedure to prospective resident and family members
- Make daily rounds to ensure the well being of the residents
- Coordinate activities with other departments as necessary
- Develop a facility newsletter
- Review complaints and make necessary oral/written reports to the Executive Director
- Recommend to the Executive Director the equipment and supply needs of the department
- Distribute the resident's mail

Qualifications:

Bachelors degree from accredited university preferred, previous experience in recreational field preferred.

If you are interested in applying or know someone to refer for the position please fax or e-mail resume to 617-923-6239 or mbarbosa-san@hallkeen.com