Job Description - Activities Coordinator

Reports to : Program Director

Clientele: Persons with dementia of any type (Alzheimer’s, Parkinson’s, Pick’s, stroke, vascular, etc.), developmentally delayed, physically disabled and possibly in a wheelchair, young or old with special needs, possibly frail, mental health disabilities or other.

Level of Care: We are a Level 1 care facility as stated by the Washington Administrative Code. This means we are a social model adult day care. We do not require certification or licensure of employees beyond CPR/First Aid and Food Handlers Permit. We do not lift clients, administer medications or do treatments. We assist our clients in all other areas of care, such as in the bathroom, meals, walking, activities, and other.

Job Location and Equipment Utilized: Work is performed primarily indoors in the program area. Some outdoor client activity involving walking and assisting participants in and out of vehicles is required. Equipment utilized includes standard office equipment, including computer, activity and exercise equipment, kitchen equipment and first aid supplies.

Job Objectives: Under the general supervision of the Program Director, plan programs and activities to maintain and, if possible, improve the physical, cognitive and emotional well-being of adults with special needs including, frail, disabled, developmentally delayed or cognitively impaired adults.

Individuals assigned to this position are expected to apply a general knowledge of caring for adults with special needs including Alzheimer’s and related dementias, developmentally delayed persons, disabled or chronically ill. This position requires the use of considerable judgment and creativity. Employees follow established procedures but must be aware of special or emergency circumstances that may occur.

Essential Job Functions:
- plan and implement activities that are therapeutic in nature, i.e. art, exercise, music, activities involving hand-to-eye coordination, cognitive activities including easy math, word games both individual and group, pen pal letters
- with other ADS programs; sensory activities including cooking/food, aromatherapy, tactile activities including gardening, clay, sand, etc.
- facilitate group activities
- assist participants with eating, mobility and toileting as necessary
- work with staff and families in assessing participant needs, progress, and issues to be addressed
- prepare, publish, and display monthly activity schedule
- perform set-up and clean-up of activity room and kitchen
- ensure a clean, safe environment
- attend staff meetings and conferences/workshops
- obtain resources from the community to supplement activity programs
- utilize existing community resources to augment program and encourage participant use
• collaborate with Program Assistant in implementing and orchestrating the day’s activities, and any modifications
• needed for the participants
• collaborate with the Program Assistant in addressing any sudden changes and/or emergencies that emerge

**Required Knowledge, Skills and Abilities:**
• Requires ability to perform the job description as stated.
• general knowledge of the aging process, dementia, chronic illness, developmentally delayed, elderly and frail
• ability to communicate both orally and in writing
• skill in planning programs and activities
• ability to establish and maintain effective working relationships with participants/families, co-worker, and supervisors
• ability to remain calm in uncomfortable situations and/or emergency situations
• certification in first aid and CPR
• food handlers card
• ability to maintain confidentiality

**Required Physical Traits:**
• ability to be stand and walk for extended periods of time
• ability to perform wheelchair/walker stand-by transfer assists as well as assist participant’s ambulation
• visual and hearing acuity

**Qualifications:**
• high school graduation or equivalent
• dementia care experience or training
• experience working with elderly, developmentally delayed, frail, chronically ill, persons

**Other Requirements:**
• CPR and first aid certification, Food Handler’s Card
• Washington State Patrol criminal background screening done by SSIC

_____________________________________          __________________________________
Signature Upon Hiring                                                   Date of Hire
_____________________________________           __________________________________
Director of ADS                                                           Start Date

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences to ensure quality programing.