

## **BAY COUNTY MEDICAL CARE FACILITY**

### **JOB DESCRIPTION**

**DATE:** 2/29/2024

F.L.S.A.Class: Exempt

**TITLE:** ACTIVITIES DIRECTOR

**REPORTS TO:** ADMINISTRATOR

#### **JOB SUMMARY:**

Under the general supervision of the Administrator, oversees and participates in the planning, development, coordination, and implementation of a variety of recreational activities and programs designed to meet the needs of the residents of Bay County Medical Care Facility.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Plans, develops, coordinates, and implements a variety of recreational activities and programs designed to meet the needs of the residents. Supervises, trains, schedules, evaluates, and manages employee relations issues.
2. Performs initial and follow-up assessments of residents determining needs/desires.
3. Evaluates group and individual activity programs assuring they are meeting the needs/interests of all residents and makes changes as appropriate.
4. Develops monthly activity calendar outlining all scheduled activities.
5. Coordinates, schedules, and provides leadership to volunteers.
6. Attends and participates in family care conferences and special resident review meetings.
7. Attends interdisciplinary and various committee meetings as a representative of the department.
8. Is knowledgeable of Resident Rights and ensures resident privacy and dignity and helps ensure a safe, secure environment for all residents.
9. Completes annual Inservice training requirements, maintains acceptable attendance, and dresses in accordance with Dress Code Policy.
10. Responsible for appropriate use of Facility supplies and equipment to minimize loss, waste, and fraud.
11. Maintains confidentiality of all data, including resident, employee, and Facility information.
12. Performs other duties as assigned.
13. Determining and over seeing the use of available finances.
14. Purchasing supplies for all activities.
15. Advertising events well in advance of their scheduled times.

## **JOB QUALIFICATIONS:**

1. The job requires knowledge normally acquired through the completion of a high school diploma.
2. Two to four years of experience in activity program planning in a nursing home, long-term facility, or hospital is required.
3. NAAP/NCCAP Basic and Advanced Management Certification or Certified Therapeutic Recreation Specialist (CTRS) or equivalent designation.
4. Valid State of Michigan C.N.A Certification.
5. Valid, unrestricted drivers license
6. Supervisory skills necessary to effectively manage the daily operations and administration of assigned function.
7. People skills necessary to effectively communicate with residents, families, and the general public in situations requiring tact and patience, as well as manage the activities of group of employees and volunteers.
8. Mental ability to manage pressure related to dealing with the concerns of residents and their families, meeting deadlines, and completing paperwork requiring concentration, and attention to detail.
9. Physical ability to occasionally sit at a computer terminal for extended periods of time, participate in recreational activities, and transport boxes of supplies and materials weighing up to twenty-five pounds.

## **WORKING CONDITIONS:**

1. Time is split between a resident care environment with minimal exposure to communicable diseases when using universal precaution methods and a normal office environment.
2. On-call availability to manage emergency situations, etc. at all hours is required. Evening and weekend hours may be occasionally required.

Every employee at Bay County Medical Care Facility is entitled to a safe and healthful workplace. All employees will follow safe and healthful work practices, obey safety and health rules and regulations, and work in a manner which maintains high safety and health standards. The Facility will provide and maintain safe and healthful working conditions, and we will establish and insist upon work methods and practices that promote a safe and healthful workplace at all times.

The job duties and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions of this position.

This Job Description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

I have received, read, and understand the above Job Description and Description of Physical Demands.

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EMPLOYEE

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DATE