|  |  |
| --- | --- |
| **Community:** | Garden Spot Village |
| **Department:** | Mountain View |
| **Reports to:** | Personal Care > Director of PC Services |
|  |  |
| **Overview:** | Responsible for planning, organizing and facilitation quality programming and events for Mountain View residents ensuring the highest degree of resident engagement. |
|  |  |

**Essential Functions**

* Complies with established policies and procedures and maintains established standards and practices including the Compliance Program/Code of Conduct.
* Follows Residents’ Rights policies at all times.
* Practice safety to self and residents and report any unsafe conditions which may result in bodily injury of residents.
* Attend department meetings, training programs and leads monthly resident council meetings.
* Participates in monthly fire drill procedures and assists in prompt evacuation of residents.
* Perform other reasonable related business duties as assigned by the Director of Personal Care or LPN Supervisor.
* Complies with established policies and procedures and maintains established standards and practices including the Compliance program/Code of Conduct.
* Must treat all information about clients, their conditions, situations, needs, and family' information as confidential matter.
* Ensure residents privacy, respect, dignity and rights are protected as per State and Federal Regulations.
* Plan activity calendar, prepare and help implement programs that provide recreational, educational, social, inspirational, physical and musical therapeutic value for groups and individuals.
* Conducts selected activities directly and oversees other staff and volunteer involvement in activity programming on all shifts.
* Creates monthly Newsletter for residents and families.
* Responsible to develop, coordinate and supervise volunteer program in Mountain View.
* Develop and implement program policies, goals, and objectives.
* Provide outdoor functions and off-campus trips.
* Partner with Dining Services, Social Services, Volunteer Services and other GSV Life Enrichment Coordinators for facility wide programs, and MV special events.
* Experiment with new and innovative programming ideas with input and approval of Director of Personal Care.
* Secure entertainment and supplies needed for Mountain View.
* Keep knowledge base current by continued education.
* Keep activity areas and storage areas tidy and in an orderly fashion.
* Visit one on one with residents who prefer not to participate in group settings.
* Completes all necessary documentation in accordance with State Regulatory requirements and facility policy
* Able to provide Resident Assistant functions as needed.
* Keep bulletin boards updated and interesting.
* Encourage residents to remain active and attend social functions and programs.
* Come to work as scheduled and consistently demonstrate dependability, punctuality and flexibility.
* Attends all in-services and training sessions relevant to the position.
* Performs other duties and responsibilities as assigned.

**Job Qualifications**

* Licensed or Registered Therapeutic Recreational Specialist preferred.
* Two years of experience in social or recreational programming in health care setting preferred.
* Working knowledge of various types of recreational, social and therapeutic activities.
* Ability to develop programs for all types of residents including geriatrics, physically or mentally handicapped.
* Basic understanding of human behavior and motivation, body systems and functions as it relates to the geriatric population and medical terminology.
* Must function independently, have flexibility, personal integrity and the ability to work effectively with residents, personnel, and support agencies.
* Must demonstrate dynamic, effective leadership, initiation and good judgment.
* Must have good motivational, organizational and communicational skills (both verbally and written).
* Must have a valid Pennsylvania driver’s license along with current CDL license.
* Ability to drive 20 passenger bus, mini bus, van or car as needed.
* Must have or be willing to obtain CPR and First Aide certification.

**Equipment to be Used**

* Computer and other office machines such as a fax machine, telephone, calculator, copier, etc.

**Working Conditions**

* May need to be available for occasional evenings, weekend and holidays.
* Subject to frequent interruptions.
* Subject to aggressive, hostile and emotionally upset residents.
* Is subject to exposure to infectious waste, disease, including Tuberculosis, AIDS, and Hepatitis B viruses. (Universal precautions are to be followed at all times.)

This job description does not constitute a contract for employment.

I have read, understand, and will comply with this job description.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Member Name (Please Print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Member Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Supervisor Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_