

**LaSalle County Nursing Home
Activity Director**

Seeking an individual with good communication, interpersonal and management skills to coordinate the Activity Department of a 79 bed skilled nursing facility. Responsible for planning, organizing, developing and directing the overall operation of the Activity Department in accordance with current and federal, state, and local standards, guidelines and regulations, and the Nursing Home's established policies and procedures.

- Must have a minimum of four years experience in a health care setting, preferably 1-2 years being in an activity or social service department
- Must have a valid Illinois Driver's License
- Must have completed or be willing to complete within 1st year of employment, State of Illinois required 36 hour training course

"Excellent Benefit Package"

Apply online: Lasallecounty.org or in person at:

LaSalle Co. Nursing Home

1380 N. 27th Road

Ottawa, IL 61350

Resume also required

815-433-0476

LaSalle County

Job Description



Job title: Activity Director

Work Location: Nursing Home

Division/Department: Nursing Home/Activities

Reports to: Administrator

Employment Classifications:

- Full-time Part-time
 Exempt Nonexempt
 Salaried Hourly
 Bargaining Unit

Salary Grade: _____

Current Employee holding position is:

Essential Duties and Responsibilities:

Responsible to plan, organize, develop, and direct the overall operation of the Activity Department in accordance with current Federal, State and Local standards, guidelines and regulations, and our established policies and procedures. To assure that an on-going program of activities designed to meet, in accordance with the comprehensive assessment, the interests and the physical, mental, and psychosocial well-being of each resident is maintained.

- Plan, develop, organize, implement, evaluate, and direct the programs and work flow of the Activities Department.
- Assist in the development, administration, and coordination of department policies and procedures.
- Keep abreast of current Federal and State regulations, as well as professional standards, and make recommendations on changes in policies and procedures to the Administrator.
- Review department policies and procedures, at least annually, participate in making recommended changes.
- Develop and implement policies and procedures for the identification of medically related activity needs of the resident.
- Participate in community planning related to the interests of the Home and the services and needs of the resident and family.
- Participate in discharge planning, development and implementation of activity care plans and resident assessments.
- Interview resident/families as necessary in a private setting.
- Perform administrative requirements, such as completing necessary forms, reports, etc., and submitting such to the Administrator as required.
- Involve the resident/family in planning activity programs when possible.
- Assist in resident transports when necessary.
- Refer resident/families to appropriate social service personnel when the facility does not provide the services or needs of the resident.
- Provide consultation to members of our staff, community agencies, etc., in effort to solve the needs and problems of the resident through the development of activity programs.
- Responsible for hiring, termination, disciplinary action and performance evaluation of all departmental staff. Provides Administrator with updates and receives necessary approvals on employee actions.
- Responsible for new hire orientation and training.
- Responsible for the coordination, orientation, and training of facility volunteers.
- Assist in the review and updating of departmental job descriptions at least annually.
- Participates in the planning of the departmental budget.
- Make written and oral reports/recommendations to the Administrator regarding departmental activities.
- Maintain a working relationship with the health facilities in the area.
- Participates on various committees in an effort to support the overall goals and objectives for the facility.
- Responsible for adhering to all safety policy & procedures established in the County Safety Manual.
- Manages the equipment and supplies necessary to operate the department efficiently; submits recommended list to Administrator for approval.
- Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual.

Education and/or Work Experience Requirements:

- High School Diploma required. Associate's degree or higher level college attainment preferred.
- Experience Specifications:
 - Qualified Therapeutic Recreation Specialist or Activities Professional, Licensed by State of IL; eligible for certification as Recreation Specialist or Activities Professional; or
 - Qualified Occupational Therapist or Occupational Therapy Assistant; or
 - Completion of State of IL – 36 Hour training course, or able to complete within 180 days of employment.
 - Three years' experience in a health care setting with one year being in the Activity or Social Service Department.
- Must be 22 years of age.
- Valid IL driver's license necessary to operate bus/car to transport residents for program activities.
- Must be able to operate office equipment and have experience with Microsoft office programs.
- Excellent verbal and written communication skills.
- Strong decision making ability.
- Ability to build working relationships with departments in facility to ensure services delivered to residents.
- Confidentiality and understanding of HIPAA guidelines necessary within work environment.

PHYSICAL DEMANDS:

The 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 disabilities to perform the essential functions.

This position requires sitting (6-8 hrs), standing/walking (1-2hrs) and constant use of the hands and fingers for typing/keyboarding. This position may experience occasional stooping, crouching, bending, pushing, pulling, twisting, squatting, and climbing, reaching and grasping movements. Defined Light Work - May require exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Close visual acuity required to perform activity such as preparing and analyzing data and figures; viewing a computer terminal.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most activities are performed indoors in an office setting. While performing the duties of this position, the employee is subject to normal consistent temperatures. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.

This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.

I have read, reviewed and agree that this job description accurately reflects the position.

ACKNOWLEDGEMENT

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

Print Employee Name:

Employee signature:

Date:

Supervisor signature:

Date: