



Job Title: Activities Assistant

Location: Forestview Manor Assisted Living 153 Parade Road, Meredith, NH 03253

Hours: Full Time 8:30am to 4:30pm with Every Other Weekend

Job Description:

If you are positive and energetic, come join our assisted living community! We currently have a full time opening for an Activity Assistant, with hours to include alternating weekend coverage. This position is responsible for assisting with and executing scheduled meaningful activities appropriate to the needs and interests of our memory care residents that will benefit their physical, mental, and social well-being. The role includes responsibility for escorting residents on some of the recreational outings.

Duties and Responsibilities:

The following essential functions are the fundamental job duties of the position to be completed with or without appropriate reasonable accommodation.

- Lead assigned activity programs
- Offer adequate and diversified recreational activities to residents, with sufficient supervision for each activity.
- Engage and motivate residents, resulting in program participation.
- Inform residents of upcoming activities and maintain a current schedule of events on the bulletin board.
- Greet new residents, making a special effort to include and engage them in activities and introduce them to others in the community who have similar interests and backgrounds.
- Assist in planning parties and activities, as well as decorating the community according to the season and/or holiday throughout the year. Plan monthly birthday parties to honor residents.
- May perform other duties as assigned.
- Must practice and abide by all confidentiality policies.

Minimum Qualifications:

- High school diploma or general education degree (GED); three to six months' related experience and/or training, or equivalent combination of education or experience.
- Able to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

Physical Demands:

- Physically able to move at least 50 lbs. without assistance.
- Physically able to bend, reach, and work in small areas.
- Physically able to push and pull equipment and furnishings.
- Physically able to stand for long periods of time.

Benefits:

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit. Employee referral bonus, and resident referral bonus.

To apply or refer a qualified applicant please send completed application and/or resume to Leigh Milne at leigh@forestviewmanor.com