



Job Title: Activities Coordinator

Location: The Highlands on the East Side Providence, RI 02906

Type: Full Time and Part Time

Job Summary:

The Activities Coordinator is responsible for the planning, development and implementation of an activities and recreation program for facility residents in accordance with current/existing state regulatory agencies. Assures that the spiritual development, emotional, recreational, and social needs are met and maintained on an individual basis. Occasional weekend coverage. Responsible for escorting residents on recreational outings.

Reporting Relationships:

The Activities Coordinator reports to the Executive Director of the Facility.

Duties and Responsibilities:

The responsibilities include but are not limited to the following:

- Assist in planning, developing, organizing, implementing, evaluating, and directing the Activities Programs of the facility
- Meet with administration, resident care staff and other related departments for planning activities.
- Develop and maintain a good working rapport with other departments with the facility and outside community agencies to assure that the activities programs can be properly maintained to meet the needs of the residents
- Participate in in-service training programs.
- Informs residents of upcoming activities and maintains a current schedule of events on the bulletin board, and website.
- Greets new residents making a special effort to include and engage them in activities and introduce them to others in the community with similar interests and backgrounds.
- Assists in planning parties, activities, and events as well as decorating the community according to the season and/or holiday throughout the years as well as planning monthly birthday parties to honor residents.
- Interview residents/families as necessary to better provide activities to meet needs involve resident's families in planning activities when possible.
- Assist in arranging transportation and escorts for field trip and to other facilities whenever possible
- Encourage hobbies and crafts and provide materials in keeping with the resident's financial status and the departmental budget.
- Record and maintain activity progress notes as well as a record of resident activities
- Maintain CONFIDENTIALITY of all pertinent resident care information to assure resident rights are protected

- Organize and maintain a Volunteer Program
- Report any changes in the resident's condition immediately to the resident care department
- Report all accidents/incidents immediately
- Schedule outside activities and groups for residents
- Provide tours of the facility if needed and explain of the admission procedure to prospective resident and family members
- Make daily rounds to ensure the well being of the residents
- Coordinate activities with other departments as necessary
- Develop a facility newsletter, and update the community Facebook page.
- Review complaints and make necessary oral/written reports to the Executive Director
- Responsible for activity department budget.
- May perform other duties as assigned.

Qualifications:

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

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 Jaime Girard at jgirard@HallKeen.com