



Job Title: Activities Assistant

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

Hours: Part Time 2 days a week plus every other weekend

Job Description:

If you are positive, and energetic, come join our assisted living community. We currently have an opening for part-time activity assistant with hours on to include rotating 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 right person will be responsible 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.

- Leads assigned Activity programs
- Offers adequate and diversified recreational activities to residents with sufficient supervision for each activity.
- Engages and motivates residents resulting in program participation.
- Informs residents of upcoming activities and maintains a current schedule of events on the bulletin board.
- 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 and activities 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.
- 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 acceptable.
- 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.

To apply or refer a qualified applicant please send completed application and/or resume to Pamela Tetreault at [PTetreault @hallkeen.com](mailto:PTetreault@hallkeen.com)