



Job Title: Activities Director

Location: River Mills Assisted Living Chicopee Falls, Chicopee MA 01020

Hours: Full Time

Pay Rate: Starting at \$60,000. Yearly Salary

Reporting To: Executive Director.

Job Description:

The Activities Director 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.

- The following essential functions are the fundamental job duties of the position to be completed with or without appropriate reasonable accommodation.
- 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.
- Assist in the development of and participation in, regularly scheduled orientation and in-service training programs.
- Interview residents/families as necessary to better provide activities to meet needs and 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.
- Prepare and post a schedule of activities and keep the Orientation Board up to date.
- 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 and an explanation of the admission procedure to prospective resident and family members as needed.
- Make daily rounds to ensure the well being of the residents.
- Coordinate activities with other departments as necessary.
- Develop a periodic facility newsletter.
- Review complaints and make necessary oral/written reports to the Executive Director.
- Recommend to the Executive Director the equipment and supply needs of the department.
- Distribute the resident's mail.

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.
- Previous experience in therapeutic recreational activities preferred.
- Able to write simple correspondence. Able to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Must have submitted and completed a Criminal Background check for unlicensed employees in compliance with state regulation.
- Must provide a medical certification from a licensed healthcare provider confirming that the employee is free from communicable disease including TB in compliance with state regulation at hire and annually thereafter.

Physical Demands

- Physically able to move at least 20 lbs. without assistance.
- Physically able to bend, reach, and work in small areas.
- Physically able to push and pull activity equipment and furnishings.

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.

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