



**Job Title:** Activity Assistant

**Location:** Susan Bailis Assisted Living Boston, MA 02115

**Hours:** Part Time

**Job Summary:**

Leads assigned programs that are of interest and meaning to our residents in order to enhance their lives and exceed their active aging lifestyle expectations.

**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.
- Develops programs for residents including, if applicable, programs designed for residents confined to their rooms.
- 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.
- Covers reception desk, when needed
- Maintains records of all activities, resident participation levels and acceptance of each activity by residents as required by state law.
- Assists Activity Director in enlisting the services of volunteers to aid the activities program.
- May perform other duties as assigned.

**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 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.

**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 and to work on hands and knees 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.

**If you are interested in applying or know someone to refer for the position please e-mail resume to [susanbailisjobs@hallkeen.com](mailto:susanbailisjobs@hallkeen.com)**