



**Job Title: Activity Assistant**

**Location: Windrose at Weymouth Assisted Living Memory Care Weymouth, MA 02190**

**Hours: Full Time**

**Job Summary:**

Provide active and passive, group and individual activities, which enhance the mental, physical spiritual and social needs of residents and allows residents to continue playing an active role in our residential community.

**Minimum Qualifications:**

Knowledge, Skills and Abilities: Knowledge of therapeutic recreational techniques. Candidate must be creative and motivational, have the ability to oversee daily programming in the temporary absence of program director. Computer skills required and knowledge of calendar software. Job requires frequent bending, stretching, stooping and lifting. Great smile, ability to laugh and have experience working with elders.

**Duties and Responsibilities:**

The responsibility of this full-time position will include but are not limited to the following:

1. Carries out preplanned activities, and create new programming of her choice with approval by Activities Director.
2. Responsible for preparation and clean-up of supplies.
3. Accompany residents with an aid on outings monthly to prearranged locations.
4. Develop Daily Activity posters and monthly newsletter.
5. Welcome new residents and introduce them to the activities of the community.
6. Assist other managers with any special functions for residents (i.e. Theme dinners or holiday decorating of community).

**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 call community or e-mail resume to Judnee Mitchella Hilaire at [jhilaire@HallKeen.com](mailto:jhilaire@HallKeen.com)**