

PERFORMANCE REQUIREMENTS

1. Plan, implement and supervise activities to suit a variety of interests and skill levels for the residents using resident comments and input.
2. Effectively encourage and actively promote resident participation in activities/ social services through internal, formal and informal communication networks.
3. Plan "In facility" seminars or lecture series' quarterly for residents, families and friends.
4. Involve and assist the residents' council and residents meetings by playing a key role in their monthly meeting.
5. Participate in local activity planners association. Cooperate and exchange ideas and calendars with activity directors in affiliated Paradigm properties.
6. Develop programs, activities, seminars and lectures for the monthly calendar. Print, mail and post to keep all residents and the community aware of the activities going on. Edit and publish the quarterly newsletter. Distribute to all residents, prospects and employees to keep them informed of things going on at the property.
7. At the direction of the manager, work with consultants and other outside resources to provide a well balanced program to the residents.
8. Visit with and interview all new residents within 2 weeks of occupancy to learn more about them and their individual attributes, abilities, background, interests, preferences etc. Update resident profiles as changes occur.
9. Innovate, plan, promote and supervise an activity, entertainment, transportation program that meets the minimum standards of the property and accommodates the broad spectrum of individual and collective interests, attributes and abilities of the residents. Monitor for shifts in preferences, values and attitudes using personal interviews, approved surveys, resident committees, suggestion boxes, etc. to augment personal observation.
10. Recruit, train, retain and supervise a full complement of volunteers and staff who are capable and motivated to devote their best efforts to the discharge of the responsibilities contained in their job descriptions and who present a professional demeanor to residents and prospective residents.
11. Ensure accurate record keeping of all records related to planning, supervision and implementation of activities and entertainment for residents of the community and prospective residents to the community, and ensure complete communication thereof to the management of the property as may be requested from time to time.

12. Ensure efficient and effective use of all activities/social services department and Community resources; human resources and monetary resources within established budgetary guidelines.
13. Consult with and advise the manager for the purposes of eliminating operating deficiencies.
14. Participate in Quality Management Program.
15. Present a professional demeanor that communicates to current and prospective residents the corporate philosophy of service, goodwill and genuine interest in the residents' unique needs. Conduct yourself and your business at all times so as not to detract from or reflect adversely on the reputation of the property. Handle all resident concerns and complaints with finesse and in a caring, polite and professional manner.
16. Communicate and channel to supervisor, all resident, personnel and other matters and information which could concern or be in any way beneficial to employer.
17. Promote a thorough and continuous understanding among all employees of the importance of the activities department to the quality of life for all residents and prospective residents.
18. Perform such other tasks as may be required from time to time by the management of the property.

EDUCATIONAL/PROFESSIONAL/PERSONAL QUALIFICATIONS

1. A continuous and consistent demonstrated interest in and knowledge about the elderly and their needs and the competency to meet those needs on a consistent basis.
2. Possess a knowledge of and understanding of and be able to follow oral and written directions, keep adequate records.
3. An interest in and willingness to learn and a demonstrated initiative in developing skills in caring for the elderly consistent with the philosophy and policies of the community.
4. Demonstrate loyalty to this community.
5. Possess leadership qualities and supervisory skills.
6. Be a positive and cooperative team player with peers and subordinates.

EDUCATIONAL/PROFESSIONAL/PERSONAL QUALIFICATIONS: CONTINUED

7. Demonstrated ability to appropriately delegate responsibility with necessary authority without relinquishing his/her overall responsibility and accountability for the delegated task.
8. Demonstrated ability to identify problems in a timely manner, develop effective resolutions to those problems and ensure implementation of the proposed resolution, confirm results and revise as necessary.
9. Minimum prior experience of 2 years with senior citizens or in the area of long term care activities coordination or recreational therapy.
10. High school diploma, higher education, and accompanied by specific training and/or certification in elder care, or social work.
11. Neat, professional, courteous manner and appearance.

PHYSICAL, MENTAL, AND SENSORY REQUIREMENTS

Primary physical requirements:

- Lift up to 10 lbs: Frequently required when lifting resident files and supplies weighing approximately 5 to 10 lbs.
- Reach above shoulder height: Occasionally may occur when reaching for items on shelves.
- Reach at shoulder height: Frequently required when reaching for items/supplies on shelves.
- Reach below shoulder height: Occasionally may occur when reaching for supplies or information in drawers.
- Push/Pull: Occasionally may occur if medicine cart needs moving. Typically rolls easily over carpet or tile, weighing approximately 200 lbs.

Hand Manipulation:

- Grasping: Constantly grasping pen/pencil when documenting, ordering, taking orders

- Handling: Constantly handling pen/pencil, paper, answering phone.
- Fingering: If needed, may need to use a computer, answering telephone.
- Controls and Equipment: Fax machine, copier, and other office/medical equipment

Other Physical Considerations:

- Twisting: Occasionally may occur when reaching for files, supplies or equipment.
- Bending: Frequently required when reaching for files, supplies or equipment.

During an eight (8) hour day employee is required to:

	<u>Total Hours</u>
Sit	6.5
Stand	1.0
Walk	.5

Work Surface:

Varies for carpeting, linoleum, or tile.

COGNITIVE AND SENSORY REQUIREMENTS

1. Talking: Necessary for communicating with others. Must be able to speak English fluently.
2. Hearing: Necessary for taking instructions from a physician and supervisors. Must be able to read and write English fluently.
3. Sight: Necessary for doing job effectively and correctly. Must be able to read English fluently.

SUMMARY OF OCCUPATIONAL EXPOSURES

Bloodborne Pathogens:

Tasks and procedures performed by employee involve risks classified by CDC as:

1. Category I - Direct contact with blood or other bodily fluids to which universal precautions apply.

2. Category II - Activity performed without blood exposure, but exposure may occur in emergency.
3. Category III – Task/activity does not entail predictable or unpredictable exposure to blood.

OTHER CONSIDERATIONS AND REQUIREMENTS

The employee must be able to tolerate a high pace that is typical for an assisted living community.

ADDITIONAL REQUIREMENTS

A continuous and consistent demonstrated interest in and knowledge about the elderly and their needs and the competency to meet those needs on a consistent basis. An interest in and willingness to learn and a demonstrated initiative in developing skills in caring for the elderly consistent with the philosophy and policies of the community.

Must be bondable with fidelity bond.