



Kulana Malama
JOB DESCRIPTION

POSITION: ACTIVITY ASSISTANT

STATUS: Non-exempt
Various shifts
Full-Time, 8 hours/shift; 40 hours/week (1.0 FTE)
Part-Time, 8 hours/shift; 16 hours/week (0.4)
Casual, Call-in

REPORTS TO: RECREATION COORDINATOR

POSITION SUMMARY:

Under supervision of Recreation Coordinator, assists in overall operation of resident activities in accordance with state and federal regulations and established policies and procedures, to ensure a comprehensive on-going program of activities designed to meet interests and physical, mental and psychosocial well-being of residents. As necessary, provides assigned residents with routine daily nursing care in accordance with established nursing care procedures, and as directed by supervisors.

WORKING CONDITIONS:

Indoors/outdoors environment. Frequent exposure to various fluids, noise, moisture, noxious odors and gases. Frequent exposure to biological and chemical agents. Occasionally required to be outdoors. Occasionally exposed to dust/mold.

EQUIPMENT USE:

Frequent use of hospital bed, thermometer, stethoscope, BP sphygmomanometer, bedscale, wheelchair, gurneys, lifts, oxygen, gerichairs, restorative therapy devices (canes, walkers, weights, etc.) medical-surgical supplies, personal care items, crafts and other recreational materials. Frequent use of automated telephone system, copy machine, typewriter, facsimile machine, personal computer/printer, and general office supplies.

WORK HOURS:

Eight (8) hour shifts (day and/or evening), weekdays, weekends and holidays according to staffing needs. Overtime may be required, as well as rotation to other shifts as necessary.

MENTAL DEMANDS:

Duties require attention to detail, alertness, problem-solving, tolerance to mental and emotional stress, ability to follow orders/directions, sound judgment, mathematical ability, scientific logic, abstract thinking and intuitive sense.

PHYSICAL DEMANDS:

Continuous standing; walking; handling; fingering; eye-hand-foot coordination; use of corrected vision; depth perception; wide field of vision; color vision; use of auditory, olfactory and tactile senses. Frequent bending over; stooping; kneeling; crouching; pushing; pulling; sitting; reaching; climbing/balancing on a step stool to reach supplies/equipment in cupboard; climbing stairs; carrying up to 25 pounds. Occasional crawling; running; pushing up to 250 pounds; pulling up to 250 pounds; lifting up to 50 pounds. Subject to frequent interruptions.

COMMUNICATION DEMANDS:

Continuous talking/listening to co-workers, residents, physicians, visitors. Frequent reading, talking on telephone, receiving orders/instructions; singing, speaking, writing/composing written language (English).

QUALIFICATIONS / REQUIREMENTS:

- High school graduate or equivalent required.
- Current Certified Nursing Assistant (CNA) in accordance with Hawaii state law.
- Prior employment experience in long-term care and/or acute medical surgical nursing setting preferred.
- Current CPR certification required.
- Hawaii state-approved CNA competency training required.



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A. SPECIFIC JOB DUTIES AND FUNCTIONS:

1. Attends and actively participates in departmental staff meetings; provides input and receives feedback regarding effectiveness and efficiency of activity program.
2. Attends care plan meetings to discuss and updates IDT on residents' activity involvement, progress and goals for next quarter as assigned.
3. Assist in planning and implementing therapeutic activities for residents.
4. Provides group activities as crafts, music, outing, gross motor games/exercises, reality orientation, group discussions, cooking groups, and other activities of interest to meet individual activity goals for each resident.
5. Provide appropriate one-on-one activities for residents according to individual needs/preferences.
6. Monitor and document the resident's behavioral, social, and physical status and modifies activity program as needed on a continual basis to meet individual resident needs.
7. Maintains the daily operations, which include preparing the activity area, transporting residents to and from scheduled activities, maintaining daily participation records and cleaning general area after completion of activity.
8. Observes and reports pertinent information on resident's progress and level of participation. Provides input for MDS on a timely basis.
9. Completes documentation of resident's attendance and response to activities as required.
10. Reports to Charge Nurse potential and actual problem situations regarding resident care including monitoring and reporting positioning needs.

B. OTHER JOB FUNCTIONS AND DUTIES:

1. Attends and participates in meetings and committees as requested.
2. Performs other duties as required.

Acknowledged: _____ Date: _____
PRINT NAME/ SIGNATURE