

ACTIVITIES DIRECTOR
(The Rohr Home)

Must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated below:

MAJOR FUNCTION

The Activities Director will be responsible for developing and implementing a comprehensive planned program of activity, recreational, and rehabilitative services to promote social, physical, and cognitive functions; ensuring that these services will meet the specific needs of the residents within a skilled/extended care facility.

ILLUSTRATIVE DUTIES

Serves as a member of the interdisciplinary team in developing each resident's treatment plan; evaluates and monitors resident's progress, administers special rehabilitative programs and develops individual resident plan in activities of daily living.

Establishes a methodology for assessing needs and interests of each resident and ensuring that the activities component of the resident care plan is developed, approved by the resident's physician, and implemented for each resident and that this plan is periodically reviewed and modified as necessary. Serves as the Volunteer Coordinator in directing and supervising volunteers assigned to assist with activities, schedule volunteer hours, assign duties, orient and instruct the volunteers. Prepares the activities budget and submit it to the facility administrator for approval. Evaluates and justifies equipment and supply needs. Ensures that the Activities Department stays within the allocated funds.

Assures that all activity, recreational, and rehabilitative services meet the regulatory requirements and standards of Health Care Financing Administration (HFCA), Agency for Health Care Administration (ACHA), Health and Rehabilitative Services (HRS) and the Joint Commission on Health Care Administration (JACHO). Complies with and maintains established policies, procedures, and objectives in the area of Quality Assurance (QA), safety, environmental and infection control.

Plans activities/programs for the purpose of rehabilitation, entertainment, social stimulation, spiritual fulfillment, mental stimulation, psychological fulfillment, creative stimulation, etc.

Prepares a monthly calendar of activity, recreation, and rehabilitative programs to be posted and distributed to residents, staff, and families. Schedules religious programs. Serves as Editor of the State required newspaper. Maintains required records, reports, and statistics (i.e.: Activity Schedules, Rehabilitative Treatment Plans and progress notes in the resident's charts).

ACTIVITIES DIRECTOR
(The Rohr Home)

(Continued)

ILLUSTRATIVE DUTIES (continued)

Attends monthly meetings of the Florida Health Care Administration District Activities Directors Association and other professional meetings. Serves as liaison between the facility, church, school, community, and civic organizations in arranging special programs/services in enriching the quality of life for the residents.

Develops and implements diversified, independent, and group activities for each resident, including those who are confined to bed, commensurate with each resident's needs, abilities, and interests.

Works with the Polk County Supervisor of Elections in encouraging residents to participate in voter registration and the voting process to ensure full exercise of their civil rights. Coordinates the Resident Council and assist with the resident grievance procedures.

Works directly with Occupational, Physical, and Speech Therapists, following specific physician orders, to enable the residents to achieve their maximum benefit.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the regulatory requirements and standards of Health Care Financing Administration (HCFA), Agency for Health Care Administration (ACHA), Health and Rehabilitative Services (HRS), and the Joint Commission on Health Care Administration (JACHO). Must be thoroughly familiar with nursing home rules, regulations, and guidelines. Must have patience, cheerful disposition, and enthusiasm.

Must possess the ability to deal tactfully with residents, their families, employees, visitors, Government Agencies, and the general public. Must possess the ability to work harmoniously within the Rohr Home and with professional and non-professional employees outside of the Rohr Home.

Ability to read, write, and speak the English language in an understandable manner. Must possess the ability to make independent decisions when circumstances warrant such actions.

Must be able to move intermittently throughout the workday. Must be able to cope with mental and emotional stresses of the job as Activities Director.

ACTIVITIES DIRECTOR
(The Rohr Home)

(Continued)

KNOWLEDGE, ABILITIES AND SKILLS (continued)

Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of the position may be fully met.

Must be willing to work beyond normal hours, weekends, and on holidays.

May be exposed to infectious diseases including exposure to HIV and Hepatitis B viruses.

MINIMUM QUALIFICATIONS

Graduate of an accredited high school or possess an acceptable equivalency diploma and have a minimum of two (2) years experience as an Activities Director within a skilled nursing facility.

Must be a Certified Activities Director having completed the 90 hour course work of the National Certification Council for Activity Professionals.

Must possess a valid driver's license and be able to secure a valid Florida driver's license at the time of employment.

A comparable amount of training and related experience may be substituted for the minimum qualifications with the exception of required licensure.

SPECIAL REQUIREMENTS

All new Rohr Home employees must undergo Level 2 (FDLE) screening submitted electronically before commencing work and every 5 years thereafter and attest, upon hiring, that they meet the requirements for employment and agree to inform the employer immediately if arrested for any disqualifying offense.

New employees, who have worked for another health care facility, may obtain background screening information from their previous employer to satisfy the new requirements. Persons who have been screened and qualified as required by Section 435 and who have not been unemployed for more than 90 days thereafter, and who under penalty of perjury, attest to not having been convicted of a disqualifying offense since the completion of such screening, shall not have to be re-screened.