

My name is Mireya and I am the Executive Director for a local luxury retirement community. Our resident programming & activities are very important to us and we are looking for an assistant for our Activities Director. The position would be full-time, Mon-Fri (normal business hours). The pay is hourly (\$14.50-\$15.50) DOE with room for advancement.

The Activities Assistant is responsible for assisting with planning, implementation, and evaluation of recreational, social, intellectual, emotional, and spiritual programs in accordance with residents' care plans, current federal, state, and local standards, guidelines and regulations, and ISL established policies and procedures.

Job duties may include, but are not limited to:

- Assisting in planning, developing, organizing, implementing, and evaluating the activity programs of the community in accordance with state guidelines and regulations and according to the needs of the residents. Involve residents and families in planning activity programs when possible and coordinates activities with other departments as necessary.
- Observes resident attendance, mood, behavior, and degree of involvement so that activities and resident progress are evaluated, by noting, reporting, and charting resident behavior. Assists in developing care plan for each resident's activity program that identifies the problems/needs of the resident and the goals to be accomplished for each problem/need identified. Follows the care plan in providing daily activities for the resident.
- Participate in community planning related to the interests of the community and the services and needs of the resident and family. Assists in developing volunteer activity assignments
- Ensure that all charted activity progress notes are informative and descriptive of the services provided and of the resident's response to the service.
- Refer resident/families to appropriate social service personnel as needed, in the event that the community cannot provide needed services for resident.
- Encourage residents to participate in hobbies and crafts. Provide materials as necessary. Make routine visits to residents and perform assistance with crafts, projects, etc., as necessary. Assist inbound residents with one on one visits.

If you have any one that you would recommend, please feel free to share my contact information with them, or if you would kindly post this position, we would really appreciate it. If you have any questions or need further information, please feel free to give me a call

Kind regards,

Mireya Scanlin

Executive Director



“Belong here, love here, thrive here.”

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