

# CONSULATE

## HEALTH CARE

### Therapeutic Recreational Assistant (Activity Aide) (Activity Assistant)

Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Department Assigned: **Recreational  
Therapy**Supervisor: **Director of Therapeutic Recreational  
Services**FLSA Classification: **Non-exempt (hourly)**

Duty Hours: \_\_\_\_\_

Job Code: **THPRECAS**

IT Security Level: \_\_\_\_\_

### Purpose of Your Job Position

The primary purpose of the Therapeutic Recreational Assistant ("Activity Aide/Activity Assistant") is to assist in the planning, implementation, and evaluation of recreational, social, intellectual, emotional, and spiritual programs, in accordance with the resident's assessment and care plan, and as may be directed by your supervisors. As a Consulate Health Care Therapeutic Recreational Assistant you are entrusted with the responsibility of caring for our residents, families, co-workers, visitors, and all others; as well as demonstrating in all interactions, Consulate Health Care's five core values of Compassion, Honesty, Integrity, Respect, and Passion. You are entrusted to provide innovative, responsible healthcare with the creation and implementation of new ideas and concepts that continually improve systems and processes to achieve superior results.

### Job Functions

As Therapeutic Recreational Assistant, you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties. Responsible for providing support to the Director of Therapeutic Recreational Services by carrying out the established plan for resident activities and recreation. No supervisory function. This job description does not list all the duties of the job. You may be asked by the supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. The employer has the right to revise this job description at any time, for any reason.

### Duties and Responsibilities

1. Assist with resident activities, assessments, and activities profiles.
2. Assist in scheduling movies, planning parties, and providing games/activities for residents.
3. Encourage residents to participate in recreational social activities so that all residents are involved in activities by engaging in and organizing games, crafts, religious services, parties, etc.
4. Act in compliance with all corporate, state, federal, and other regulatory standards.
5. Accompany residents, as needed, to activities outside the facility.
6. Maintain an adequate inventory of supplies. Submit request for additional supplies/material in accordance with established policies.
7. Attend meetings and inservice sessions, as directed.
8. Assist Director of Therapeutic Recreational Services in expanding services.
9. Embrace the Consulate Health Care's five core values of compassion, honesty, integrity, respect, and passion, and incorporate them into daily job function.
10. Demonstrate respect and compassion in every interaction.
11. Conduct oneself with the highest degree of honesty and integrity in every interaction.
12. Demonstrate a passion for caring as evidenced by interactions with co-workers, residents, families, and visitors.
13. May be trained and assigned to perform the Customer Care Liaison duties as needed.
14. Perform other duties, as assigned.

### Resident Rights

Maintain the **confidentiality** of all resident care information including protected health information. Report known or suspected incidents of unauthorized disclosure of such information.  
Knock before entering a resident's room.  
Review complaints and grievances made by the resident and make a written/oral report to the Director of Therapeutic Recreational Services indicating what action(s) were taken to resolve the complaint or grievance. Follow facility's established procedures.

**Working Conditions**

Works in office areas as well as throughout the facility.  
Moves intermittently during working hours.  
Is subject to frequent interruptions.  
Is involved with residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.  
Is subject to hostile and emotionally upset residents, family members, etc.  
Communicates with the medical staff, nursing service, and other department directors.  
Works beyond normal working hours, on weekends, and in other positions temporarily, when necessary.  
Is subject to call back during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).  
Attends and participates in continuing educational programs.  
Is subject to injury from falls, burns from equipment, odors, etc., throughout the workday, as well as to reactions from dust, disinfectants, tobacco smoke, and other air contaminants.  
Is subject to exposure to infectious waste, diseases, conditions, etc., including **TB** and **AIDS** and **Hepatitis B** viruses.  
May be subject to the handling of and exposure to hazardous chemicals.

**Education**

Must possess, as a minimum, a high school diploma or G.E.D. equivalent.

**Experience**

Some experience preferred in providing recreation services to residents in a health care setting.

**Specific Requirements**

Must possess current unencumbered valid state drivers license.  
Must be able to read, write, speak, and understand the English language.  
Must demonstrate the knowledge and skills necessary to provide care appropriate to the age-related needs of the residents served.  
Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel, and the general public.  
Must possess leadership ability and willingness to work harmoniously with other personnel.  
Must have patience, tact, cheerful disposition, and enthusiasm, as well as be willing to handle residents based on whatever maturity level at which they are currently functioning.  
Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing activity services.  
Must be able to relate information concerning a resident's condition.  
Must not pose a direct threat to the health or safety of other individuals in the workplace.  
Excellent communication and interpersonal skills.  
Must possess the ability to understand and follow the directions of the Director of Therapeutic Recreational Services.

**Physical and Sensory Requirements**

(With or Without the Aid of Mechanical Devices)

Must be able to move intermittently throughout the workday.  
Must be able to speak and write the English language in an understandable manner.  
Must be able to cope with the mental and emotional stress of the position.  
Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.  
Must function independently and have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.  
Must meet the general health requirements set forth by the policies of the company, which include a medical and physical examination.  
Must be able to relate to and work with ill, disabled, elderly, emotionally upset, and at times, hostile people within the facility.  
Must be able to push, pull, move, and/or lift a minimum of 25 pounds to a minimum height of 5 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 50 feet.  
May be necessary to assist in the evacuation of residents during emergency situations.

**Acknowledgment**

I have read this job description, physical demands and working conditions associated with the job and fully understand that the requirements set forth therein have been determined to be essential to this position. I hereby accept the position of Therapeutic Recreational Assistant and agree to perform the tasks outlined in this job description in a safe manner and in accordance with the facility's established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants (including tobacco smoke), and hazardous chemicals and that the facility will provide to me instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the **Hepatitis B Virus** and that the facility will make available to me, free of charge, the hepatitis B vaccination. I also understand I may not release/disclose protected health or facility information without proper authorization.

I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself, and that such termination can be made with or without notice.

Date: \_\_\_\_\_ Signature- Therapeutic Recreational Assistant: \_\_\_\_\_

Date: \_\_\_\_\_ Signature- Director of Therapeutic Recreational Services: \_\_\_\_\_