

**THE MARY CAMPBELL CENTER
JOB DESCRIPTION**

POSITION: Certified Activity Assistant
DEPARTMENT: Activities Department **STATUS:** Non-Exempt
REPORTS TO: Program & Community Services Manager, Aquatics, Physical Development,
Recreation Specialists, Activities Specialist,

SUPERVISES: None

POSITION SCOPE:

The Mary Campbell Center is first, last, and always, home to 67 residents. The Certified Activity Assistant is responsible for assisting The Center's Activities team in assuring these services are delivered with a high degree of quality in a truly homelike environment in which MCC residents live with respect, personal dignity, and independence to the fullness of their abilities. The Certified Activity Assistant is charged with assisting residents, respite residents and community participants with a variety of activity programs, special projects and seasonal events, and performs personal care as needed. The incumbent works closely with Activities Department team and gives direction to assigned volunteers as needed. The Certified Activity Assistant works reliably, effectively, efficiently, and with respect for residents, staff, families, volunteers, professional consultants, and the physical environment of The Center while adhering to the MCC Guiding Principles and Mission.

MINIMUM REQUIREMENTS:

The Certified Activity Assistant at the Mary Campbell Center must 1) be a good person of high character who consistently works with a positive attitude and demonstrates compassion and understanding for residents with varying degrees of disability, 2) possess a high school diploma or equivalent, 3) maintains a current CNA license issued by the State of Delaware; and 4) maintains current BLS certification. Successful candidate must have the ability to lift and transfer an adult by utilizing safe lifting procedures per MCC policy, and to assist with personal care including feeding and toileting. Certified Activity Assistant must be able to read, write, and demonstrate good verbal and written communication skills. Previous successful experience working with those with disabilities and/or in a rehabilitative setting is preferred. 5) Must be willing to obtain a CDL or lifeguard certification within six months of joining the Activities Department team.

ESSENTIAL FUNCTIONS:

1. Assists residents, respites and community participants with programs: community outings, in-house activities, pool, hot tub, physical development or medical appointments programs as assigned.
2. Provides identified programming as directed by Department Specialist. Documents attendance and performance data as assigned.
3. Ensures resident care needs are met during all activities conducted under auspices of the Activities Department, both within The Mary Campbell Center and at external events. Provide care assistance to residents with feeding, toileting and personal care including showering and dressing when assigned. Documents care provided in EMR per policy.

4. Remains aware of resident's physical abilities/limitations/changes in medical situations and reports any change in resident condition to a supervisor &/or the Neighborhood Nurse.
5. Organizes, prepares program materials and supplies daily and as needed. May be assigned to perform the following duties as necessary: water test readings, locker room and laundry area duty, stocking inventory, etc.
6. Escorts residents to and from program areas as needed.
7. Assists with community field trips. Helps prepare trip bag supplies, petty cash forms, adaptive equipment and supplies needed for residents as assigned.
8. Safely loads and transports residents in Center vehicles as needed and accurately completes vehicle logs. Ensures positive community relations while on MCC-sponsored outings and/or medical appointments.
9. Assist as assigned with Seasonal Special Olympics/MAPT's, 5K, Camp Fairlee or any special event program offered to support residents recreational or physical well-being.
10. Provides direction to volunteers in assigned program areas as needed. Displays ongoing appreciation.
11. Ensures resident safety. Reports safety hazards to Supervisor or appropriate department manager.
12. Ensures a clean, safe environment before, during and after programs. Completes assigned routine cleaning and maintenance checklists. Tidies up, cleans or sanitizes equipment, supplies per department guideline.
13. Attends and actively participates in Activities Department meetings and in-service training program.
14. Provides support to the Adult Day Program participants and medical appointments as needed
15. Maintains required job certifications and a valid and clean driving record.
16. Independently initiates one-on-one or small group activities during "down time."
17. Performs other duties as assigned

WORKING CONDITIONS:

The Certified Activity Assistant works in a well-lighted, well ventilated smoke-free residential/health care environment, in which a "no cell-phone use policy" is followed. Daily activities include extended standing, walking, bending, and reaching. Must be available to work a flexible schedule including some evening and weekends, as well as extended hours when necessary to meet the needs of the Center.

I have read and understand the contents of this Job Description.

Signed _____ Date _____