

**ACTIVITIES DIRECTOR**

DISTINGUISHING FEATURES OF THE CLASS: The duties of this position involve responsibility for planning, directing and providing for a comprehensive and diversified program of appropriate voluntary activities geared to the specific interests and needs of residents in a residential health care facility. The intent of the program is to meet the interests and physical, mental and psychosocial well-being of each resident and to create an environment and offer opportunities for active participation in activities with emphasis on working with the healthy aspects of the residents by providing physical, intellectual, social and emotional stimulation, much in the same way as every day life in the community. The Activities Director is responsible to the Facility Administrator for the operation of the department. The degree of the Activities Director's direct contact with residents varies with the size of the facility and activities program staff. Supervision is exercised over the work of activities aides and volunteers.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Plans, organizes and directs a program of appropriate leisure time activities consistent with the cultural and ethnic backgrounds of facility residents;

Interviews residents to determine interests and to develop an activities program for inclusion into their total care plan;

Obtains physicians' approval for the residents' participation in the program;

Develops a monthly activities schedule based upon individual and group needs, interests and capabilities, considering special needs of residents, i.e. dementias, physical

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handicaps, visual, hearing, bed restrictions, etc.;

Assigns duties to and supervises Activities Program staff and volunteers;

Reviews program participation with patients and records findings and any changes;

Conducts activities program in-service training for facility staff and participates in general in-service training programs;

Arranges for transportation to enable residents to attend or participate in community affairs and outings;

Utilizes community resources in the conduct of activities programs such as community events, service projects and entertainment groups;

Orders supplies and equipment and maintains inventories for the facility activities programs;

Prepares records and monthly reports relating to the types and frequency of programs and activities provided;

Utilizes common office software programs. such as word processing, spreadsheets, e-mail, and database software in performing work assignments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the organization and conduct of a diversified program of meaningful appropriate leisure time activities in a residential health care facility setting; good knowledge of activities program direction; good knowledge of the problems of the aged, ill and/or disabled as they relate to an activities program; ability to instruct and supervise others in functions and techniques of the activities program; ability to explore and utilize available community resources

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applicable to residential health care facility activities programs; ability to maintain records; and ability to use common computer applications, such as spreadsheets, word processing and database software.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Be a qualified Therapeutic Recreation Specialist, who is eligible for certification as a therapeutic recreations specialist by a recognized accrediting body on or after August 1, 1989; or
- (B) Two (2) years of experience in working in an activities department, with an elderly population is preferred, one of which was full-time in a resident activities program in a health care setting; or
- (C) Be a qualified Occupational Therapist\* or an Occupational Therapy Assistant\*.

\*As defined in the New York State Codes, Rules and Regulations.

**Note:** Relative experience serving a different population may be considered.

§483.24(c)(2) The activities program must be directed by a qualified professional who is a qualified therapeutic recreation specialist or an activities professional who— (i) Is licensed or registered, if applicable, by the State in which practicing; and (ii) Is: (A) Eligible for certification as a therapeutic recreation specialist or as an activities professional by a recognized accrediting body on or after October 1, 1990; or (B) Has 2 years of experience in a social or recreational program within the last 5 years, one of which was full-time in a therapeutic activities program; or (C) Is a qualified occupational therapist or occupational therapy assistant; or (D) Has completed a training course approved by the State.

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