

DISTINGUISHING FEATURES OF THE CLASS: This is non-technical work involving responsibility for assisting in the conduct of a varied program of diverse, meaningful and other normal leisure time activities with residents in health care facilities which is not required to be performed by professional activities personnel. Incumbents may also be required to carry out routine housekeeping and helper tasks as assigned. The position is similar to other non-professional positions in the health care field such as Occupational Therapy Aide or Physical Therapy Aide, but is concerned entirely with functions of the activities program. The work is performed under the direct supervision of a higher ranking leisure time activities program employee. Incumbents receive on-the-job-training in routine leisure time activities program duties. Supervision of the work of others is not a responsibility of employees in this class.

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.*

Assists residents in craft projects and other leisure time activities;

Prepares equipment, supplies and facilities for special entertainment, individual and/or group activities;

Assists in organizing and participating in games and other forms of leisure time activities;

Attends and participates in the facility's in-service training program;

Aids with arrangements for movies, picnics, theme days, and other events;

Aids in inventory, cleaning and storage of activities supplies and equipment;

Maintains simple records and reports;

The following examples *may* be performed depending upon the nature of the program:

- Visits patient and provides company and conversation;
- Aids in the preparation and serving of refreshments during activities program;
- Distributes birthday gifts, cakes and cards for various occasions and other personal items;
- Assists with assessment of patient's interest;
- Assists with development of the leisure time activities program schedules;
- Transports residents to stores, movies, sporting events, etc;
- Lifts and helps move residents.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-

TERISTICS: Ability to acquire a working knowledge of basic arts, crafts, games, sports, hobbies and other normal leisure time activities used in a health care facility; ability to stimulate and maintain residents' participation and interest in the facility's leisure time activities program; ability to acquire a working knowledge of the problems and the attitudes of the ill, aged and handicapped persons; ability to work with volunteers; and ability to maintain simple records and reports.

MINIMUM QUALIFICATIONS: None is required

NOTE: If the position requires transportation of residents, possession of an appropriate New York State Driver's License is required at the time of appointment.

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Jurisdictional Class: Non-competitive
Public Hearing:
NYS Civil Service Commission Approval:

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