

**SENIOR LEISURE TIME ACTIVITIES AIDE**

DISTINGUISHING FEATURES OF THE CLASS: This position involves the supervision of a diversified program of leisure time activities for patients and/or residents of a residential health care facility. The Senior Leisure Time Activities Aide will report to the facility administrator.

Supervision is exercised over subordinate aides and other staff assigned to the activities department.

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.*

Organizes and supervises a program of leisure time activities consistent with the cultural and ethnic backgrounds of facility patients;

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

Assigns work and supervises activities program staff and volunteers;

Organizes and participates in games and other forms of leisure time activities;

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

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

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

Prepares records and reports related to the activities program.

**SENIOR LEISURE TIME ACTIVITIES AIDE****Page 2**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the organization and conduct of a diversified program of leisure time activities in a residential health care facility; 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 of an activities program; ability to explore and utilize available community resources; and ability to prepare and maintain records and reports.

MINIMUM QUALIFICATIONS: Two (2) years of full time or equivalent part time paid work experience in a leisure time activities department in a health care setting.

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Last Reviewed:

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A