



Grover C. Dils Medical Center is accepting applications for the position of Activities Director  
This is a full-time position with benefits  
Pay will depend on experience

The Activities Director will plan, develop, organize, implement, evaluate, and direct the Activities Programs to ensure all patients/residents assessed needs are met. They will schedule and coordinate activities for patients and residents in the facility and out in the community.

Qualifications include but are not limited to:

- High school diploma
- Strong communication skills
- Attention to detail
- Initiative and ability to work independently
- Dependability

\*This position will be required to take the Activities Director Certification course and pass the National Exam within 18 months of hire.

Please contact the Human Resources Director for a full job description and with any questions at 775/726-8006 or email to [hr@gcdmc.org](mailto:hr@gcdmc.org) A full application must be completed and submitted no later than 4pm on Friday February 19, 2021. The application may be obtained on our website at: [www.gcdmc.org](http://www.gcdmc.org) click Resources, under Employment you will find complete the job application here. Please email your application to: [hr@gcdmc.org](mailto:hr@gcdmc.org); mail to: P.O. Box 1010 Caliente, NV 89008 or drop off to the administration building located at 700 North Spring Street.

Grover C. Dils is an equal employment opportunity employer.



## POSITION DESCRIPTION

**DEPARTMENT:** Social Services

**POSITION:** ACTIVITIES DIRECTOR

**PAYROLL:** NON-EXEMPT

### **INTRODUCTION:**

The purpose of this Position Description is to outline the summary of duties, reporting relationships, qualifications, experience, duties, responsibilities and working conditions for the position of Activities/Public Relations Director, at Grover C. Dils Medical Center.

### **SUMMARY:**

- A. Plans, coordinates, and directs the resident activity program.
- B. Makes referrals to community resources to meet social needs of residents as identified by the Care Plan Committee.
- C. Arranges for use of community facilities.
- D. Recruits, orients and supervises the volunteer program of the facility.
- E. Provides required documentation.
- F. Coordinates public relation activities of the facility.

### **REPORTING RELATIONSHIPS:**

- A. Reports to and is assigned duties and responsibilities by the Director of Nurses.

### **QUALIFICATIONS:**

- A. A minimum of two years' experience in Human Services.
- B. Good vision and auditory acuity for personal safety.
- C. Clear speech.
- D. Reading and vocabulary abilities.
- E. Eye/hand coordination.
- F. Good memory for details.
- G. Resourcefulness.
- H. Initiative and teamwork.
- I. Ability to think and act decisively.
- J. Ability to concentrate on details.
- K. Manual dexterity.
- L. Use of upper and lower extremities.
- M. Maturity and good character.
- N. Tact and diplomacy in dealing with patients, staff and the public.
- O. Dependability.

**EXPERIENCE:**

- A. Must have two (2) years of experience in Human Services, if not licensed.

**DUTIES AND RESPONSIBILITIES:**

- A. Interviews family and long-term resident during the admission process for the purpose of completing a Social History and Assessment of the resident, identifying Psychosocial issues including, but limited to, family history, social relationships, current situations, friends, relatives, mental status, personality characteristics (strengths, weaknesses, education, occupational history, religious background and special interests).
- B. Assists in the admissions process, i.e., explanation of resuscitation status, living wills, power of attorney, resident rights and responsibilities and general orientation to the facility.
- C. Organizes a program of both individual and group activities based on the needs of the residents. A balance of recreational activities including physical, social, religious, arts and crafts, diversional, and intellectual preferred at the hours convenient for the residents.
- D. Activity program shall also include:
  - 1. Residents Council at least once monthly.
  - 2. Reality Orientation on a one to one basis.
  - 3. Night and weekend functions, as needed.
- E. Meets charting requirements, i.e., social history, psychosocial assessment (including MDS and RAPS), psychosocial related plan of care, discharge plan, quarterly updates of assessment and discharge plan and social service entries in the Progress Notes. Consults with Mental Health Team related to the residents' progress.
- F. Completes and routes transfer forms, financial papers or other pertinent patient records to the proper referral source(s).
- G. Follows through on Medicaid eligibility and PASSAR requirements as assigned by the Director of Nurses or Business Services Director.
- H. Provides direct intervention or referral to community resources for residents and families regarding problem situations, i.e., daily rounds, one on one counseling, mental health involvement, etc.
- I. Participates in community planning related to the interests of the facility and arranges for use of community facilities.
- J. Assists in meeting the personal and financial needs of the resident, i.e., optometry, dental, audiology needs, missing items, clothing needs, Medicare or Medicaid applications, SSI funding, etc.
- K. Coordinates discharge planning with staff, residents, families and community resources.
- L. Develops and maintains relationships with community resources and maintains a current file for such resources.
- M. Provides crisis intervention or task centered casework to patients and/or families by utilizing appropriate work methods to assist with reality shock of patient or family needs which may arise from financial concerns, acceptance of patient limitations or pending death or death with assistance from the Director of Nurses, Registered Nurses and consultants.

- N. Meets with patient's family/caregiver/significant other to assist them in dealing with psychosocial, financial and emotional factors that could influence the healing process and make appropriate referrals as needed.
- O. Supervises beauty parlor and barber activities. Provides monthly schedule to the nursing department identifying residents' specific scheduled appointments. Ensures the quality of beauty/barber activities are of acceptable standards.
- P. Serves as the patient advocate to safeguard patients and human rights.
- Q. Plans, organizes, and directs a program of activities which will provide entertainment, intercommunication, exercise, relaxation, opportunity to express creative talent, fulfill basic psychological needs, social and spiritual needs, and which will be available to all residents as ordered by the resident's patient's physician, subject to his or her written restrictions and limitations.
- R. Initiates and promotes activities within and without the facility which stimulates and promotes resident/patient interest and general wellbeing.
- S. Encourages hobbies and provides materials and supplies in keeping with resident's financial status and department budget. Encourages craft activities among residents in groups or individually, in public spaces and in resident/patient rooms, as appropriate.
- T. Responsible for safety of residents/patients under his or her supervision. Complies with safety regulations and policies. Assistance and handling of residents/patients performed within stated scope of practice
- U. Encourages social communication among residents through group activities and recreation. Encourages residents to assist in the planning of parties and the provision of games.
- V. Encourages intellectual and educational development through literature, lectures, movies, cultural activities, etc.  
Visits residents/patients to assist them in writing letters and other personal activities.  
Assists in the provision of library services for residents in cooperation with the local library and talking book programs.
- W. Records daily activities on the Individual Patient Daily Activity form
- X. Recruits, orients and supervises the volunteer program of the facility.
- Y. Participates as a member of the Public Relations Committee.
- Z. Reflects the schedules, choices and rights of the residents.
- AA. Reflects the cultural and religious interests of the residents.

### **WORKING CONDITIONS:**

- A. Work posture requirements:
  - 1. Rarely: Crouching/Squatting, Crawling, and Throwing.
  - 2. Occasionally: Driving, Kneeling and Climbing
  - 3. Frequent: Sitting, Standing, Walking, Bending/Waist, Twisting, Reaching and Balancing.
- B. Dexterity Requirements: Fingering (picking, fine movements), Handling (holding, grasping), Wrist Motion (repetition, flexing and rotation) and Feet (foot pedals).
- C. Carrying Requirements: Items carried (multiple), Distance (10-200 feet), Times/Day (multiple), How carried (by arms close to body), Average Weight (more than 10 pounds), Maximum Weight (25 Pounds) and Items Carried on Person (keys, pens, and personal items).

D. Lifting Requirements: Items Lifted (multiple), Average Weight (variable, more than 10 pounds), Maximum Weight (variable, 25 pounds), Times/Day (multiple), and Lifting Levels (floor, knee, waist, chest and overhead.).

The hospital reserves the right to modify, supplement, delete or augment the duties and responsibilities specified in this Position Description at the employer's sole and absolute discretion.

Is there anything that would keep you from meeting the position duties/requirements as outlined above? Yes \_\_\_\_\_ No \_\_\_\_\_ If "Yes", please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
**I HAVE READ AND HAD THIS POSITION DESCRIPTION EXPLAINED TO ME. I HAVE RECEIVED A COPY AND UNDERSTAND THE ORIGINAL SIGNED COPY WILL BE PLACED IN MY PERSONNEL FILE.**

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE

\_\_\_\_\_  
DATE