



## ACTIVITIES AIDE

This is a part-time, entry level position that reports to and is assigned duties and responsibilities by the Activity Director.

### **QUALIFICATIONS:**

- High School diploma or equivalent.
- Must hold a current driver's license
- Knowledge of various recreational activities

### **EXPERIENCE:**

- Experience with dementia is preferred
- Operating phone, fax, and other office equipment
- Microsoft Suite and other computer programs
- Smart devices such as Roku, Amazon Fire Stick, and tablets

### **DUTIES AND RESPONSIBILITIES:**

- Assists Activity Director in implementing a program of both individual and group activities based on the needs of the residents which stimulates and promotes resident/patient interest and general well-being.
- Meets with residents and patients one-on-one regularly to build rapport and to encourage quality of life.
- Encourages social communication among residents through group activities and recreation.
- Encourages hobbies and provides materials and supplies in keeping with resident's financial status and department budget.
- Assists in meeting the personal needs of the resident i.e., missing items, clothing needs, and personal purchases.
- Completes assessments and documentation when assigned by Activity Director.
- Records daily activities through Point Click Care software.
- Transports residents for optometry/dental/audiology appointments.
- Supervises beauty parlor and barber activities.
- Serves as a patient advocate to safeguard patient and human rights.
- Responsible for safety of residents/patients under their supervision. Complies with safety regulations and policies.

Questions may be directed to Carol Peterson, Activity Director at 775/726-8024 or email to: carol@gcdmc.org or Katherine Lucchesi at 775/726-8006 or email to: hr@gcdmc.org.