

**WOOD COUNTY, OHIO
POSITION DESCRIPTION**

POSITION: Activity Leader

PAY GRADE: 3

DEPARTMENT: Wood Haven Health Care

STATUS: Classified, FLSA Non-Exempt

PURPOSE OF POSITION

The purpose of this position is to assist in planning, leading, and supervising social, recreational, sensory stimulation, and religious activities; and to maintain documentation including initial activity assessment; and to develop resident care plans.

ESSENTIAL FUNCTIONS

In addition to consistent and reliable attendance, the following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Refer to the Comprehensive Position Questionnaire (CPQ) for this position for percentages of time.

Plans, conducts, assists, and promotes a variety of daily and other activities for residents and staff; observes reactions to activities; transports residents and volunteers to and from activities, events, and outings.

Interacts with and interviews residents, families, and staff; establishes contacts with residents, families, and sponsors; determines residents interests; collects information for plan of care reports; incorporates plan of care into activity calendars; provides emotional support and consolation to residents and families.

Maintains daily records; completes required documentation; prepares routine reports and correspondence.

Orders supplies and food for special events and activities; makes calendars, maintains inventory of supplies; distributes equipment, supplies, and activity decorations.

Supervises and evaluates activities and volunteers.

Attends meetings, seminars, and in services.

Operates various mechanical devices; drives facility van.

ADDITIONAL FUNCTIONS

Performs clerical and custodial duties as needed.

MINIMUM QUALIFICATIONS

High school diploma or GED supplemented by four to nine months of vocational training in Activity Programming or a related field with one year experience in the field or any equivalent combination of education, and experience that provides the requisite knowledge, skills, and abilities for this job. Must possess a valid drivers license. Employees must obtain Basic Activity Program certification within their probationary period.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize, and/or reference data, statutes, and/or guidelines and/or group, rank, investigate, and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Human Interaction: Requires the ability to persuade, convince, influence, train, and monitor in favor of a desired outcome.

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Verbal Aptitude: Requires the ability to utilize a variety of advisory data and information such as policy manuals, medical books, statutes, procedures, guidelines, and non-routine correspondence.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; calculate percentages and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery, and tools such as office machines, kitchen equipment, a vehicle, and/or related materials used in performing essential functions.

Physical Ability: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling objects and materials of moderate weight.

Sensory Requirements: Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, tastes, odors, and textures associated with job-related objects, materials, and tasks.

Environmental Factors: Essential functions may risk exposure to temperature extremes, strong odors, wetness, humidity, disease, or pathogens.

Wood County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.