



*Bedford Center*  
FOR NURSING AND REHABILITATION  
*An Allure Facility*

**Recreation Leader**

Recreation Department

The Salary Range is \$18-\$24 an hour.

**Duties:**

- Plans, develops, organizes, implements, and evaluates the activity programs of the facility.
- Is responsible for leading group and individual activity programs, as indicated in the program schedule.
- Will make residents aware of activity options, encourage participation and the pursuit of leisure interests, old and new.
- Will provide sensory/tactile/environmental stimulation, encourage social interaction, provide emotional support and reassurance.
- Will be responsible for observing and recording resident attendance, mood, behavior, and degree of involvement in activities, so that facility activities and residents progress are evaluated, by noting, reporting, and charting resident behavior.
- Will be alert to the special needs of memory-impaired residents, provide support and assistance.
- Will be expected to participate in facility surveys (inspections) made by authorized government agencies as necessary.
- Will be expected to participate in various committees, as indicated by the Director of Recreation.
- Perform administrative requirements, such as completing necessary forms, reports, etc., and submitting such to the Activity Director as required.
- Will be responsible for the care and storage of all materials, supplies and equipment.
- Will have input in the planning of recreational programs.
- Will be required to participate in special events, as indicated by the program schedule.
- May perform other duties as deemed necessary and appropriate, or as indicated by the Director of Recreation.

## **Resident Rights**

- Will be aware of resident rights, dignity and quality standards of care, and practice acceptable care and treatment.
- Will be alert to resident grievances and initiate investigation/follow-up of problems and complaints.
- Review complaints and grievances made by the resident and make a written/oral report to the Activity Director indicating what action(s) were taken to resolve the complaint or grievance. Follow facility's established procedures.
- Maintain the confidentiality of all resident care information.
- Knock before entering a resident's room.
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## **Documentation and Care Plan Assessment Functions**

- Will be responsible for required documentation, to include initial/annual/quarterly resident assessments, care plan, and progress notes; as well as participation in community and discharge planning.
- Develop a written plan of care (preliminary and comprehensive) for each resident's activity program that identifies the problems/needs of the resident and the goals to be accomplished for each problem/need identified.
- Follow the care plan in providing daily activities for the resident.
- Encourage the resident/family to participate in the development and review of his/her plan of care.
- Ensure that all charted activity progress notes are informative and descriptive of the services provided and indicate the resident's response to the service.

## **Personnel Functions/Working Conditions**

- Develop and maintain a good working rapport with other departments within the facility to assure that daily activities can be performed without interruption.
- Maintains a liaison with other department supervisors to adequately plan for resident activities.
- Create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout the facility.
- Assist in developing volunteer activity assignments.
- Works in office areas as well as throughout the facility.
- Sits, stands, bends, lifts and moves intermittently during working hours.
- Is subject to frequent interruptions.
- Is involved with and possesses the ability to deal tactfully with residents, personnel, family members, visitors, government agencies/personnel, and the general public, under all conditions and circumstances.
- Is subject to hostile and emotionally upset residents, family members, etc.
- Works beyond normal working hours, on weekends, and in other positions temporarily, when necessary.
- Is subject to falls, burns from equipment, odors, etc., throughout the day.
- May be exposed to infectious waste, diseases, conditions, etc., including the AIDS and Hepatitis B viruses.

## **Staff Development**

- Will be required to attend departmental staff meetings and in-service education and training sessions that relate to the activity department, and will be responsible for all information presented.
- Attend and participate in appropriate in-service training programs prior to performing tasks that may result in exposure to blood, body fluids, infectious materials, or hazardous chemicals.
- Attend and participate in annual OSHA and CDC in-service training programs for hazard communication, TB management, and bloodborne pathogens standard.

## **Safety and Sanitation**

- Will be aware of and comply with all safety and infection control policies and procedures.
- Report all incidents/accidents immediately.
- Report all unsafe/hazardous conditions/equipment immediately.
- Participate in fire safety and disaster preparedness drills.
- Use protective clothing/devices when handling infectious waste and/or blood/body fluids.
- Report occupational exposures to blood, body fluids, infectious materials and hazardous chemicals to your supervisor.
- Report missing/illegible labels and MSDSs to your supervisor.
- Assist in preparing activity rooms/areas for scheduled activity programs.
- Assist in cleaning up activity areas after completing activity functions.

## **Equipment and Supply Functions**

- Recommend to your supervisor the equipment and supply needs of the activity department.
- Operate activity equipment in a safe manner.
- Use activity supplies in an efficient manner to avoid waste.
- Assist in the moving/arranging of equipment/supplies to assure that activity areas are ready for scheduled activity functions.

## **Specific Requirements:**

- Must be able to read, write, and speak the English language in an understandable manner.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must possess leadership ability and willingness to work harmoniously with and supervise professional and non-professional staff.
- Must have patience, tact, cheerful disposition and enthusiasm, as well as be willing to handle residents based on whatever maturity level at which they are currently functioning.
- Must possess the ability to seek out new methods and principals and be willing to incorporate them into existing practice.
- Must be able to relate information concerning a resident's condition.

## **Physical and Sensory**

### **Requirements:**

- Must be able to cope with the mental and emotional stress of the position.
- Must be in good general health and demonstrate emotional stability.
- Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
- Must function independently and have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.
- Must be able to lift, push, pull, and move a minimum of fifty (50) pounds.
- Must be able to assist in the evacuation of residents.

### **Qualifications:**

- Must possess, as a minimum, a high school diploma or its equivalent
- Experience with the senior population
- Music skills a plus
- Bilingual a plus

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Employee Signature

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Date