

**EAI EMPLOYMENT RESOURCES, INC.**

**JOB DESCRIPTION**

**JOB TITLE:           ACTIVITY ASSISTANT/ACTIVITY COACH**

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**STATUS:               Full Time**  
**EXEMPT:             No**  
**REPORTS TO:         Program Manager**

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**SUMMARY:** Assists with the planning, implementation and performance of therapeutically oriented activities for seniors with dementia, memory impairment, other related dementias and/or adults with mental illness in an adult day care setting.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Specifically implements programs to encourage socialization; provide entertainment, relaxation and fulfillment and improve daily living skills as indicated on the monthly activity calendar.

Uses a variety of techniques including arts and crafts, animals, sports, games, dance, exercise drama, music, and community outings to improve and maintain the physical, mental and emotional well-being of our service population.

Assists in the coordination of calendar events, evaluation of the participant's social needs, projection of monthly expenditures, and keeping records and inventory of supplies.

Assists participants with personal hygiene, physical comfort, toileting, and nutrition and other activities of adult daily living as it relates to their level of independence.

Assists participants with ambulation and transferring by following safe lifting techniques and transferring guidelines.

Assists in the preparation of lunches and snacks as outlined in the program meal plan.

Monitors and maintains the facility and equipment that is used in providing activities and performs assigned duties to include maintaining a neat and clean program area and work environment.

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Provides written documentation on a routine basis of participant attendance and performance and provides that information to other staff members, caregivers and referral sources using standard company procedures.

Monitors and records the administration of medication as needed.

Responds to emergencies as they relate to participant's issues.

Relates in a warm, compassionate, creative, organized, energetic, and professional manner to engage participation from persons with multiple needs.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

Must be familiar with standard concepts, practices, and procedures within the field of mental health, gerontology, or other related human service fields.

Must have basic knowledge of PC's and word processing software, along with proficient typing skills.

Provides phone coverage and building monitoring as needed during work hours.

Attends work related meetings as assigned.

Must have a reliable, registered, and insured vehicle and a valid driver's license.

All other duties as assigned by supervisor.

### **SUPERVISORY RESPONSIBILITIES**

None

### **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

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### **EDUCATION AND/OREXPERIENCE**

High school diploma or GED equivalent is required (proof must be provided). The completion of a two year degree program in Therapeutic Recreation or Mental Health/Social Work is preferred.

### **CERTIFICATION, LICENSES, REGISTRATIONS**

Certification as a State of Michigan Department of Community Health – Direct Care Worker or the ability to complete and pass this certification program is required. Certification as a Certified Nursing Assistant (CNA) is preferred.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, walk, use hands and fingers, handle and feel objects, tools or controls and reach with hands or arms. The employee is occasionally required to sit, climb or balance, stoop, bend, twist, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee occasionally works near moving mechanical parts and in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles and extreme heat.

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The employee occasionally travels by automobile and is exposed to changing weather conditions.

The noise level in this work environment is moderate.

### REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written oral, diagram, or schedule form.


Ability to accept responsibility and supervision.

Ability to communicate effectively with people of various education levels and backgrounds.

### COMMENTS

This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

APPROVED BY:

  
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Executive Director

6/11/22  
\_\_\_\_\_  
Date