**Activities Assistant Job Description NEW FALLS HOME LLC**

**Position Goals:**

Carry-out engaging tasks and activities to improve the quality of life of the residents within a specified budget. Ensure resident safety during events. Drive company vehicle for residents to participate in off-site activities. Monitor equipment for proper operation, protect equipment and report any inadequacies. Notify superiors on any damages, deficits and disturbances. Deal with reasonable complaints/requests with professionalism and patience. Check stocking levels of supplies and other consumables and replace when appropriate. Adhere strictly to rules regarding health and safety and confidentiality and be aware of any company related practices. Assist the Activities Director as needed.

**Routine Duties of the Job:**

Help create, plan and organize events. Transport residents for events and shopping trips. Shop on behalf of residents. Serve snacks/beverages. Meet with Activities Director to review new events/plans. Sign residents in/out at the front desk. Comply with modest requests from residents. Keep all activity areas clean and free of danger to residents and others.

**Expectations:**

Good attendance and punctuality. Maintain good personal hygiene and neat, modest dressage. Able to work weekends and holidays. Participate in in-service trainings. Wear PPE when necessary. Observe safety policies and procedures at all times. Interact with residents in a patient and kind manner at all times. Work independently with minimum supervision. Act as a team player, helping other staff when possible.

**Cognitive Requirements:**

Able to…read and understand written materials and directives, whether typed, printed or cursive…write, understand and speak the English language fluently…maintain confidentiality of information relative to residents, company and co-workers…maintain awareness of surroundings at all times for safety reasons…manage time/duties for the shift.

**Physical Requirements:**

Able to…safely perform duties with functional eyesight and hearing… stand and walk about for the entire shift…kneel, bend-over and squat throughout the day for various reasons…lift 40 pounds…walk to exits quickly to observe resident traffic…repeatedly sit, stand and move about an area during the entire shift…wear PPE for hours at a time…assist residents in/out of vehicles, buildings, etc…go up and down stairs relatively quickly as needed…move quickly in the delivery of services to the residents.

**Conditions**

Warm environment.

Walking indoors/outdoors throughout the shift for various reasons.

**All job offers are conditional; the candidate must pass a NYS DOH background check, a physical exam that states that the candidate meets the physical and cognitive requirements of the job and that the candidate meets the health standards for communicable diseases.**