

WINNEBAGO COUNTY JOB DESCRIPTION

**NON-BARGAINING
UNIT**

**STEP AND GRADE:
9 Exempt**

**DATE LAST PRINTED:
October 18, 2012**

JOB TITLE: Activity Director

952N

Summary of Responsibilities

Under general direction of the Administrator, plans, develops, directs, and administers the River Bluff activities program; provides recreational, social, and religious activities which encourage the restoration of time and space orientation, social functioning, and a feeling of productivity on the part of the residents; recruits, supervises, and evaluates the performance of a staff of activity aides.

Illustrative Examples of Work

1. Cooperates with nursing, physical therapy, and other staff to determine resident physical capabilities, restrictions, and needs in developing individualized activities for each resident.
2. Coordinates the development and implementation of recreation, craft, religious, service, educational, and communal activities for residents.
3. Recommends for hiring, trains, evaluates, and surprises activity department staff; reviews charting of residents' activities made by activity aides and makes needed additions; schedules in-service training for department staff.
4. Requisitions for the purchase of department supplies; has responsibility for organizing the sale of craft items made by residents.
5. Edits the newspaper published by RBNH in which staff and residents may contribute articles.
6. Attends and participates in fire drills, in-service training, and other required meeting and activities.
7. Performs all duties in accordance with County policies and procedures.
8. Performs other duties as required or assigned.

Education and Experience

- Requires an Associates Degree in an applicable field of study.
- Requires a minimum of 2-3 years of Supervisory experience.
- Requires an understanding of the laws and regulations applicable to long term care facilities.
- Requires one year of working or volunteer experience in activity therapy, or a related field.

Abilities

- Requires possession of, or ability to obtain, an Illinois Class “C” Driver’s License.
- Requires the ability to supervise the activities of staff in the Department’s support function.
- Requires the ability to plan, develop, and administer department activities.
- Requires the ability to coordinate department activities with those of other departments.
- Requires excellent verbal and written communication skills.
- Requires the ability to maintain confidentiality.
- Requires the ability to establish and maintain satisfactory working relationships with other department heads, staff, residents, and the general public.
- Requires the ability to perform multiple tasks in a fast paced environment.

Refer to the *Analysis of Essential Functions* form for the detailed physical requirements of this position.