

LEISURE TIME ACTIVITIES LEADER

DISTINGUISHING FEATURES OF THE CLASS: This is non-technical work assisting in the conduct of a varied program of diversified, meaningful and appropriate leisure time activities for the elderly and disabled in a residential health care facility or day care center for adults which are not required to be performed by professional activities personnel. Incumbents may also be required to carry out routine housekeeping and helper tasks allied with the activities program as assigned. The position is similar to other non-professional positions in the health care field such as Occupational Therapy Aide or Physical Therapy Aide, but is concerned entirely with functions of the leisure time activities program. Direct supervision is received from a higher level supervisor. Incumbents receive on-the-job training in routine leisure time activities program duties. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the elderly or disabled in craft projects and other leisure time activities;

Prepares equipment, supplies and facilities for special entertainment, individual and/or group activities, religious services;

Assists in organizing and participating in games and other forms of leisure time activities;

Attends and participates in the facility's in-service training program;

Aids with arrangements for movies, picnics, theme days and other events;

Aids in inventory, cleaning and storage of activities, supplies and equipment;

Transports residents/elderly to and from activities within and outside the facility (stores, movies, sporting events, etc.);

Promotes activities through use of poster, verbal reminders and monthly calendars;

Provides assistance to residents /elderly with reading, writing, and mailing personal correspondence;

May assist in the delivery of meals, assisting with ambulation and feeding participants;

Maintains simple records and reports;

Makes notes and establishes a plan for a resident's leisure activities in conjunction with the overall care plan.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of basic arts, crafts, games, sports, hobbies and other appropriate leisure time activities used in a residential health care facility or day care center;

Ability to stimulate and maintain participation and interest in the facility's leisure time activities program;

Ability to understand the problems and attitudes of ill, aged and disabled persons and their relation to participation in a leisure time activities programs;
Ability to work with volunteers;
Ability to maintain simple records and reports;
Ability to follow oral and written instructions;
Patience;
Enthusiasm;
Tact;
Courtesy;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

NOTE: If the position requires transportation of residents/elderly, possession of an appropriate driver's license is required at time of appointment.