

LEISURE TIME ACTIVITIES DIRECTOR

DISTINGUISHING FEATURE OF THE CLASS: The duties of this position involve responsibility for planning, directing, and providing for a comprehensive and diversified program of appropriate voluntary leisure time activities geared to the specific interests and needs of residents of a health care facility. The intent of the program is to create an environment and offer opportunities for active participation in activities with emphasis on working with the health aspects of the patients by providing physical, intellectual, social, and emotional stimulation much in the same way as every day life in the community. The Leisure Time Activities Director is responsible to the facility administrator for the operation of the department. The degree of the Activities Director's direct contact with residents varies with the size of the facility and activities program staff. Supervision is exercised over the work of Activities Aides and other subordinate personnel and volunteers. A Leisure Time Activities Director does related work as required.

TYPICAL WORK ACTIVITIES:

- Plans, organizes, and directs a program of appropriate leisure time activities consistent with the cultural and ethnic backgrounds of facility patients;
- Interviews patients to determine interests and to develop and activities program for inclusion into their total care plan;
- Obtains physician's approval for the residents participation in the program;
- Assigns duties to and supervises activities program staff and volunteers;
- Reviews program participation with residents and records findings and any changes;
- Conducts activities program in-service training for facility staff and participates in general in-service training programs;
- Arranges for transportation to enable patients to attend or participate in community affairs and outings;
- Utilizes community resources in the conduct of activities programs such as community events, service projects, and entertainment groups;
- Orders supplies and equipment and maintains inventories for the facility activities programs;
- Prepares records and reports related to the activities program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of the organization and conduct of a diversified program of meaningful appropriate leisure time activities in a residential health care facility setting; good knowledge of activities program direction and supervision; good knowledge of the problems of the aged, ill, and/or disabled as they relate to an activities program; ability to instruct and supervise others in functions and techniques of the activities program; ability to explore and utilize available community resources applicable to residential health care facility activities programs; ability to prepare and maintain records and reports; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Candidates must either:

A) Be a qualified therapeutic recreation specialist who is eligible for certification as a therapeutic recreation specialist by a recognized accrediting body on or after August 1, 1989;

OR

B) Have two (2) years of experience in an age-appropriate social or recreational program within the last five (5) years, one (1) of which was full time in a patient or resident activities program in a health care setting;

OR

C) Be a qualified occupational therapist or occupational therapy assistant.

SPECIAL REQUIREMENTS: Possess and maintain a valid driver's license to operate motor vehicles in New York State.

CATTARAUGUS COUNTY CIVIL SERVICE

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