

## County of Berks

### POSITION DESCRIPTION FORM

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**Position Title:** Activity Therapist

**Department:** Berks Heim

**Reports to:** Director of Activities

**Effective Date:** 12/1983

**Revision Date:** 9/2018

**Wage Category:**  **Exempt**

**Non-Exempt**

**EEO-1 Category:** \_\_\_\_\_

**Union Classification:** UFCW

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#### **POSITION SUMMARY:**

The Activity Therapists seek to renew an individual's zest for life through assorted activities, tailored specifically to each resident. Through the use of games, sports, crafts, exercise, and more, you maintain their physical and emotional well-being. An employee in this position is responsible for the evaluation interventions designed to enhance quality of life. The Activity Therapist will develop and implement a comprehensive assessment tailored to the goals as outlined in the care plan process that meet the needs of the resident. Adheres to and supports all policies and procedures.

#### **POSITION RESPONSIBILITIES:**

##### **ESSENTIAL FUNCTIONS**

1. Assess the resident's needs, medical records, personal observation, and talks with the resident and his or her loved ones.
2. Complete initial assignments, formulating the initial care plan, annual assessments, and daily documentation.
3. Plan, organize, design and implement a variety of activities focusing on group and Individualized needs.
4. Create and post monthly calendars based upon those interests/needs as identified in the initial care plans, assessments and participation feedback.
5. Lead and/or assist in large group, small group, 1-1 and individual activities. (Arts and crafts, current events, exercise, games, sensory, etc.).
6. Assist in the organizing of special events, preparing, transporting residents and cleaning up after activities.
7. Attend staff meetings, interdisciplinary meetings, and care planning on a regular basis.
8. Maintain accurate records of resident participation and documentation in compliance with state, federal, and department guidelines.
9. Consistently monitor the diversity of the residents served and their interest.
10. Maintain confidentiality of resident information.
11. Participates in discharge planning.
12. Maintains the safe and effective use of all department equipment.
13. Perform other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Possess some knowledge of medical terminology.
2. Ability to read, writes, and comprehends English and interprets documents.
3. Effective communication skills; both orally and written.
4. Basic computer skills and knowledge of Microsoft Word.
5. Ability to manage multiple tasks simultaneously.
6. Requires critical thinking skills; decisive judgment and the ability to work
7. unsupervised, or with minimal supervision.
8. Understand and follow written and oral direction.
9. Ability to speak effectively before groups of residents, staff, and volunteers.
10. Ability to communicate effectively with resident, their families, and staff members
11. Ability to work well with others in a team environment.
12. Ability to push wheelchairs; walk/stand for a period of time.
13. Ability to work in a stressful environment and take appropriate action.
14. Well organized, dependable, flexible and resourceful.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

Degree in Recreation or Art related fields and at least one-year experience in social or recreational programs or any equivalent combination of education or experience which provides the required knowledge, skills and abilities for this position.

**PHYSICAL DEMANDS:**

- Good physical condition due to the demanding aspects of the job.
- Must be able to push wheelchairs.
- Walking 100% of the time except during breaks,
- Standing 100% of the time except during breaks, and
- Bending 100% of the time except during breaks.
- Physical presence in the office is required.

*This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.*