

**MISSOURI VETERANS HOME PROGRAM
POSITION DESCRIPTION**

POSITION TITLE: ACTIVITY AIDE II
REPORTS TO: RECREATIONAL THERAPIST
OVERTIME STATUS: CATEGORY 2

ACCOUNTABILITY OBJECTIVE:

Provide residents with the resources, support and services necessary to provide recreational and therapeutic activities and leisure education appropriate to their physical and cognitive ability and in keeping with their individual preferences and overall care needs in accordance with the resident's comprehensive assessment.

QUALIFICATIONS:

Eligibility for classification of Activity Aide II on the Missouri State Merit Register.

STANDARD REQUIREMENTS:

- Demonstrate knowledge of and promote resident rights, including but not limited to the right to be free of restraints and free of abuse. Promptly report incidents or evidence of resident abuse or violations of residents' rights.
- Follow dress code guidelines as per MVC policy and procedure.
- Approach duties with a positive attitude and constructively support open communication, dedication and compassion.
- Maintain effective communication with residents, families and facility staff.
- Adhere to all established facility and Commission policies and procedures.
- Promote positive employee relations.
- Participate in individual training plan as required.
- Work wherever needed within the department and facility.
- Ensure privacy of all protected health information to which he/she may have access.
- Apply objectives from offered training.
- Perform duties in a safe manner minimizing the risk of on the job injuries.
- Demonstrate knowledge of emergency procedures and respond accordingly.
- Demonstrate understanding of the mission statement of the Missouri Veterans Commission Homes Program. Exhibit a willingness to work as a team member in carrying out the mission of the organization. Facilitate implementation of care systems, i.e., falls, infection control, quality management programs, etc.

ESSENTIAL JOB FUNCTIONS: (Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

- Demonstrate knowledge of resources, support and services necessary to provide recreational and therapeutic activities and leisure education appropriate to resident abilities.
- Lead group and one-on-one activities appropriate to resident needs.
- Push wheelchairs and adjust foot pedals, secure wheelchairs in vans and bus with tie downs, transfers residents from wheelchair to chair/vehicle seats, transport and escort residents to and from activity areas.
- Possess a valid Missouri Driver's license and, as necessary, drive bus or other state vehicles during day and/or nighttime hours both in town and on the highway.
- Life and move residents with physical disabilities for positioning, toileting, transferring, etc. as needed.
- Respond to internal and external disasters such as fires, tornadoes, etc., in order to protect residents, staff, and property.
- Lift/move supplies and equipment (i.e. activity supplies, games, etc.).
- Assist in the planning of the activity program. Make arrangements for entertainment, special programs and group outings as assigned. Ensure a positive and fun environment is provided for the residents.
- Maintain activity attendance records for residents.
- Attend and participate in interdisciplinary care plan meetings as required.
- Document accurately assessments, progress notes and care plans.
- Maintain activity equipment and supplies in an orderly fashion.
- Perform manual electronic data entry.
- Ensure residents are knowledgeable of and exercise their rights.
- Communicate status of residents to recreational director.
- Adhere to infection control procedures as trained.
- Arrive to work on time and when scheduled, minimize unscheduled absences and schedule sick and annual leave responsibly, as established by Commission policies.
- Work overtime as needed.
- Work weekends, holidays, evenings, and nights as needed.

OTHER DUTIES:

- Other duties as assigned.

PHYSICAL REQUIREMENTS:

- Physical requirements and activities include: walking, balancing, finger dexterity, pulling, pushing, standing, climbing, grasping, stooping, crouching, crawling, kneeling, reaching, bending, lifting, supporting, repetitive motion, frequent washing of hands. Essential sensory and communicative activities include: feeling, seeing speaking, hearing, smelling and tasting.

RECEIPT AND ACKNOWLEDGMENT:

I acknowledge and understand that:

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations.
- I have read and understand this job description.

Print Employee Name: _____

Employee Signature: _____

Date: _____