

CITY OF MARIANNA
COMMISSION AGENDA MEMO
February 6, 2018

ITEM# _____

MARIANNA HEALTH & REHABILITATION CENTER
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Subject: Manning Document Job Description Changes

Subject Background: Staff has been reviewing job descriptions to ensure that the information reflects as accurately as possible the knowledge, skills and abilities, example of duties, and training and experience for the city positions. Most recently the commission approved changes to the City's Drug Free Workplace Policy therefore certain language will be added to all job descriptions informing employees of all testing done by the City. Job descriptions will include an essential functions of position (physical demands), work environment and hours of work section.

The four job descriptions are for the Maintenance and Activities Departments and have been updated to reflect the revised format.

Recommendation: Staff recommends the Commission approve the changes submitted to the current job description.

Potential Motion: I move to approve the changes submitted to the current job descriptions per recommendation of the Administrator and the Board of Trustees of Marianna Health and Rehabilitation Center.

Prepared by: Melinda Gay, Administrator Approved for Agenda by:
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MAINTENANCE SUPERVISOR

The City of Marianna is an Equal Opportunity and Drug Free Workplace Employer

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description. Management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

JOB SUMMARY

The Maintenance Supervisor has the overall responsibility for the physical facility and grounds. The Maintenance Supervisor will ensure the facility is in compliance with all State and Federal codes, rules and regulations regarding skilled nursing facilities, to include NFPA codes and Life Safety Codes. The Supervisor will have experience in directing a work force and who is responsible and accountable for the supervision and administration of the maintenance services.

ESSENTIAL JOB FUNCTIONS

- Primary duty is overseeing the operation of the Maintenance Department and supervision of employees within the department as well as others, if necessary.
- Develops administrative and program standards for the proper and efficient operation of the Maintenance Department.
- Makes recommendations as to hiring, firing, promotion, demotion, or any other change of employment status of employees within his/her division. Such recommendation shall be given due consideration.
- Determine departmental staffing requirements necessary to meet the Maintenance Department's needs.
- Develop and rotate the on-call schedule with the Maintenance personnel Staff.
- Responsible for orienting personnel for the Maintenance Department.
- Ensure all facility systems are maintained and functioning properly, such as, the fire alarm system, fire sprinkler system, emergency generator, nurse call system and resident wandering system through routine testing and inspection as required.
- Maintain a written record of all scheduled and periodic inspections.
- Routinely coordinate and/or perform the following:
 - monitoring of air conditioner motors and filters;
 - monitoring of all electrical motors and mechanical devices with moving parts;
 - monitoring of refurbishing of painted walls, door jams and interior surfaces;

Maintenance Supervisor – Approved by Commission _____

- monitoring of lighting throughout facility to include hallway lighting, exit lights, resident lights and bathroom lights;
- inspection and monitoring of plumbing, toilets, showers and tubs; and
- repair of beds, cabinets, overbed tables and chairs.
- Immediately correct safety hazards when reported or noticed.
- Make daily rounds to assure that maintenance personnel are performing assigned duties and to assure that appropriate maintenance procedures are being rendered to meet the needs of the facility.
- Implements and monitors adherence to established safety regulations and practices for facility operations.
- Participate in surveys made by authorized government agencies as necessary.
- Develops a plans of action to correct and respond quickly to identified deficiencies cited by the Florida Agency for Health Care Administration and Centers for Medicare and Medicaid Services.
- Review and assist with developing a plan of correction for maintenance deficiencies noted during survey inspections.
- Ensure the facility floors are clean and maintained.
- Coordinate operations and maintenance of facility vehicles.
- Consult with the Administrator when work required is beyond staff capability.
- Coordinate outside services when needed, such as, electrical, plumbing, auto repairs, and telephone and cable repairs.
- Ensure that services performed by outside vendors are properly completed or supervised in accordance with contracts or work orders.
- Conduct in-service education for all staff on the facilities disaster plan.
- Evaluates performance of employees.
- Gives professional direction to subordinate employees.
- Calculate Ensuring the bi-weekly time and attendance of Maintenance personnel is complete and accurate.
- Assist all department heads in meeting the needs of their departments with regard to maintenance and repair.
- Establish a preventive maintenance program.
- Assist in preparing and planning the Maintenance Department's budget for equipment, supplies, and labor and submit to the Administrator for review, recommendations, and approval.
- Ensure facility needs are met before, during and after an emergency.
- Any other duties so delegated by the Administrator.

QUALIFICATIONS

Education, Training and Experience: Must possess, as a minimum, a high school diploma or GED. Experience in facilities maintenance with at least two (2) years in a supervisory capacity. Previous experience in a skilled nursing facility, hospital, extended care facility or other medical facility preferred.

Knowledge, Skills and Abilities:

- Knowledge of State and Federal regulations, NFPA Codes and Life Safety Codes.
- Must be knowledgeable of boilers, compressors, generators, etc., as well as various mechanical, electrical and plumbing systems. Must have the ability to read and interpret blueprints.
- Must possess the ability to plan and carry out programs in repair, new construction, and equipment installation.
- Ability for independently planning, organizing, supervising, and following up on activities having a direct effect on the facility maintenance and grounds.
- Must possess leadership ability and willingness to work harmoniously with and supervise other personnel.
- Ability to evaluate skills and abilities of subordinate employees.
- Thorough knowledge of management principles and techniques and ability to manage the operation of the departments economically and efficiently to attain the desired results.
- Ability to provide administrative oversight for staff and facilities within department, which includes ability to set detailed goals both in writing and orally in English.
- Ability to work with the Agency for Health Care Administration to ensure that proper standards are maintained.
- ~~Ability to develop, organize, and carry out operation plans.~~
- Ability to communicate effectively, orally and in writing.
- Ability to operate Microsoft Office programs such as Outlook, Word, Excel and other computer operating systems
- Ability to operate general office equipment such as fax machine, photocopier, scanner, multi-line phone, calculator, etc.
- Ability to learn new computer software programs and apply new technology effectively.
- Ability to operate within an approved budget.
- Ability to work independently within established guidelines, prioritize and coordinate activities, and meet critical deadlines.
- Ability to manage time effectively.
- Ability to analyze problems, identify alternatives, develop recommendations and implement solutions.
- Ability to assess needs and prioritize them.
- Ability to ~~meet~~ maintain effective relationships and communication with residents, public and staff.

Special Requirements:

- Must have possession of a valid State driver's license.
- Level 2 Background screening required
- Ability to adjust to emergency situations.

PHYSICAL DEMANDS

- Frequent lifting and carrying up to 50 pounds and occasionally up to 101 or more pounds.
- Frequent pushing & pulling of up to 40 pounds and occasionally up to 100 pounds.
- Frequent bending, squatting, kneeling, twisting, reaching above shoulders, reaching outward, handling, fingering, standing, shoveling & walking.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps and the like.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Grasping: Applying pressure to an object with fingers and palm.
- Fingering: Picking up, typing, or otherwise working primarily with fingers rather than with whole hand as in handling.
- Handling: Picking, holding or otherwise working primarily with whole hand.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward and outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motions of the lower extremities and back muscles.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly and quickly.
- Visual Acuity: With or without correction. Have close visual acuity to perform and activity such as: preparing and analyzing data and figures; viewing computer monitor and reading; determine the accuracy, neatness and thoroughness of the work assigned or to make general observations; visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Ability to stand for a prolonged period of time. Must be able to move intermittently throughout the workday to accomplish tasks.
- Occasionally exposed to fumes and/or airborne particles, toxic or caustic chemicals, and may be required to work in inclement weather and where loud noises are frequent.

~~Must be able to bend/stoop, reach overhead, kneel, balance, push, pull, crouch, squat, lift and carry 75 pounds. Ability to stand for a prolonged period of time. Acceptable vision (with or without correction), acceptable hearing (with or without correction), driving, eye, hand and foot coordination.~~

WORK ENVIRONMENT

Maintenance Supervisor – Approved by Commission _____

Work is inside an office setting. Work also includes managing projects outdoors where exposure to adverse weather may be experienced.

EXPECTATION OF HOURS WORKED

Monday through Friday 8:00 AM to 4:00 PM unless duties require you to be away from Facility.

Department: Maintenance

Classification: FLSA Exempt

Pay Grade: 21

Unless by promotion, after an offer of employment and prior to commencement of the employment duties, applicant will be subject to completing and passing a physical examination, a drug screening for presence or absence of illegal drugs and background check.

It is a condition of employment for employee to refrain from reporting to work or working with the presence of illegal drugs or alcohol in his or her body, and, if an injured employee refuses to submit to a test for drugs or alcohol, the employee forfeits eligibility for medical and indemnity benefits.

Maintenance Supervisor is subject to job applicant, random, reasonable suspicion, work related post-accident, and fitness for duty testing.

By signing below, I acknowledge I have received a copy of the job description and agree that I must be able to perform the essential functions and requirements of this position as set forth in the job description.

Signature & Print name

Date

Maintenance Staff

The City of Marianna is an Equal Opportunity and Drug Free Workplace Employer

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description. Management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

JOB SUMMARY

The Maintenance staff of Marianna Health and Rehabilitation Center is to concentrate their efforts to the interior and exterior of the facility, providing maintenance for staff and residents of the facility.

ESSENTIAL JOB FUNCTIONS

- Carrying out all procedures necessary for the maintenance and upkeep of property of Marianna Health and Rehabilitation Center.
- Familiarization with fire evacuation plan, fire extinguishers, smoke detectors, sprinkler system and restroom facilities.
- Attend all required inservices.
- Provide general maintenance and upkeep of property (water, electricity, sewage lines, toilets, sinks, showers, etc.).
- Provide maintenance checks of light bulbs and outside corridor lights to ensure placement; i.e., emergency lighting and night lights in resident rooms, bathroom lights and call bells.
- Check nurses station for repair requisitions and to make repairs as needed.
- Check immediately when fire alarm goes off the zone panel to determine where fire is located by zone number, if there is a fire. If there is not a fire, notify the Fire Department immediately that it is a false alarm.
- Check on and safeguard utility services (in the event of an emergency) and if out of order be responsible for continued operation of the emergency electrical units.
- Check fire doors weekly to ensure proper functioning.
- Repair items noted on request list from Administration.
- Take call every six weeks for two weeks including nights and weekends. Respond to any calls for emergencies or emergency repairs.
- Purchase supplies and get purchase orders signed in Maintenance Directors absence.

- Assist supervisor with taking and extending inventories.
- Assist with loading and unloading supplies on and off trucks.
- Perform general carpentry duties and painting as necessary.
- Responsible for cleaning and upkeep of grounds.
- Perform proper maintenance on all equipment.
- Check all exhaust fans and air conditioning on roof.
- Check and clean filters on air conditioners monthly.
- Ensure proper functioning of all beds and wheelchairs.
- Check fire extinguishers monthly to ensure that they are fully charged and date tagged.
- Any other duties that the Maintenance Director or Administrator might so designate.

QUALIFICATIONS

Education, Training and Experience: High School Diploma or equivalent required. Preferred experience or training in maintenance operations.

Knowledge, Skills and Abilities:

- Ability to deal effectively maintain effective relationships and communication with residents, public and staff.
- Ability to read and interpret written directives and follow instructions.
- Ability to assess needs and prioritize them.
- Ability to perform light and heavy manual work.

Special Requirements:

- Level 2 Background screening required
- Must possess a valid driver license.
- Ability to adjust to emergency situations.

PHYSICAL DEMANDS

- Frequent lifting and carrying up to 50 pounds and occasionally up to 101 or more pounds.
- Frequent pushing & pulling of up to 40 pounds and occasionally up to 100 pounds.
- Frequent bending, squatting, kneeling, twisting, reaching above shoulders, reaching outward, handling, fingering, standing, shoveling & walking.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps and the like.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Grasping: Applying pressure to an object with fingers and palm.
- Fingering: Picking up, typing, or otherwise working primarily with fingers rather than with whole hand as in handling.
- Handling: Picking, holding or otherwise working primarily with whole hand.
- Hearing: Perceiving the nature of sounds at normal speaking levels with our without correction.

- Occasionally climbing, crawling and sitting.
- Occasional driving.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motions of the lower extremities and back muscles.
- Talking: Expressing or exchanging ideas by means of the spoken work including those activities in which they must convey detailed or important spoken instructions to other workers or to residents accurately and loudly.
- Visual Acuity: With or without correction. Have close visual acuity to perform and activity such as: preparing and analyzing data and figures; viewing computer monitor and reading; determine the accuracy, neatness and thoroughness of the work assigned or to make general observations.
- Walking: Ability to stand for a prolonged period of time. Must be able to move intermittently throughout the workday to accomplish tasks.
- Occasionally exposed to fumes and/or airborne particles, toxic or caustic chemicals, and may be required to work in inclement weather and where loud noises are frequent.

WORK ENVIRONMENT

Work is inside and outside a skilled nursing facility.

- Possible heavy lifting
- Can be physical and dirty

EXPECTATION OF HOURS WORKED

Monday through Friday 7:00 AM to 3:00 PM unless duties require you to come in early or stay late due to unforeseen circumstances.

Department: Maintenance

Classification: FLSA Non-Exempt

Pay Grade: 10

Unless by promotion, after an offer of employment and prior to commencement of the employment duties, applicant will be subject to completing and passing a physical examination, a drug screening for presence or absence of illegal drugs and background check.

It is a condition of employment for employee to refrain from reporting to work or working with the presence of illegal drugs or alcohol in his or her body, and, if an injured employee refuses to submit to a test for drugs or alcohol, the employee forfeits eligibility for medical and indemnity benefits.

The Maintenance Staff is subject to job applicant, random, reasonable suspicion, work related post-accident, and fitness for duty testing.

By signing below, I acknowledge I have received a copy of the job description and agree that I must be able to perform the essential functions and requirements of this position as set forth in the job description.

Signature & Print name

Date

ACTIVITY SUPERVISOR

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JOB SUMMARY

The Supervisor of the Activity Department is responsible for directing the development, implementation, supervision and ongoing program of activities designed to meet, in accordance with the comprehensive assessment and care plan, the interests, goals, abilities and skills of each resident. The Supervisor will have experience in directing a work force and who is responsible and accountable for the supervision of Activity Aides and administration of the Activity Department.

ESSENTIAL JOB FUNCTIONS

- Primary duty is overseeing the operation of the Activity Department and supervision of employees within the department as well as others if necessary.
- Develops administrative and program standards for the proper and efficient operation of the Activity Department.
- Assisting in the selection of qualified personnel for the Activity Department Makes recommendations as to hiring, firing, promotion, demotion, or any other change of employment status of employees within his/her division. Such recommendation shall be given due consideration.
- Evaluate Activity personnel as required and keep employee file folders updated.
- Supervising all Activity personnel in the performance of their duties. Gives professional direction to subordinate employees.
- Ensuring the bi-weekly time and attendance of Activity personnel is complete and accurate.
- Develop work assignments for all Activity personnel, which are: written, dated, and posted; based on the qualifications and competency of Activity personnel; in keeping

Activity Supervisor – Approved by Commission _____

with the specific needs of the residents; and made with consideration of the size and physical layout of the facility.

- Assure that staff education is provided to Activity personnel in accordance with the Staff Education plan.
- ~~Conduct educational programs for Activity employees and volunteers.~~
- ~~Coordinate with volunteer coordinator all programs conducted by volunteers. Recruit, train, and supervise volunteers when appropriate.~~
- Complete initial Comprehensive Assessment and MDS on all residents within fourteen (14) days of admission.
- Properly maintain activity progress notes as needed, but at least quarterly, to record outcomes/responses to activities of each resident.
- Attend, plan and participate in interdisciplinary resident care planning and MDS meetings daily.
- Establish a methodology for assessing the needs and interests of each resident and ensuring that the Activity component of the resident care plan is developed, approved by the resident's physician, and implemented for each resident, and that this plan is periodically reviewed and modified as necessary.
- Plan and coordinate activities in accordance with the Comprehensive Assessment to meet the interests, as well as the physical, mental, and psychosocial well-being of each resident.
- ~~Coordinate and meet community persons for Facility projects/programs or items needed for Activities.~~ Foster family and community support of the activities program (e. g., through newsletters, networking, activities which bring family members or members of the community into the facility, etc.)
- Coordinate Facility projects and programs with civic and religious organizations.
- Moderate resident council meetings as requested by Resident Council members.
- Plan and coordinate monthly birthday ~~parties with sponsoring organizations~~ celebrations.
- Make provisions for residents to vote in elections (by absentee ballot).
- Oversee the distribution of donated items.
- Plan annual Family Social and other events.
- Plan and ensure the monthly calendar of events and activities is prepared, posted and a copy is provided to all residents.
- Adhere to all state and federal regulations relating to the activities program, inservice and preservice requirements.
- Consult with therapists as necessary—PT, OT, and ST.
- Attend Activity Supervisors' monthly meeting when possible.
- Ensure newspapers are delivered by staff to residents daily.
- Coordinate and integrate the activities program with other disciplines.
- Develop and maintain objectives for the activities program with procedures implementation.

- Ensure that the facility's resident care policies and procedures developed by the Quality Assurance Committee, which relate to the activities program, are implemented.
- Maintain records of activities performed and resident attendance at each.
- Plan and organize van rides and outings, shopping, fishing trips, picnics, etc.
- Plan and organize individual activities, such as recordings and reading for the blind. Ensure staff provide books, magazines, puzzles books, craft supplies for in-room activities.
- Plan and coordinate monthly resident oriented newsletter.
- Coordinate and oversee facility decorations for holidays and special occasions.
- Provide religious activities for all denominations. Assist residents and families with special religious needs of the residents. Coordinate devotional services.
- Plan and supervise activities for mornings, afternoons, evenings, and weekends to reflect schedules, rights, and interests of residents.
- Coordinate with outside groups and organizations to provide special services for the residents.
- ~~Assist with providing snacks for residents.~~
- Conduct resident and volunteer, ~~and visitor~~ surveys.
- ~~Collect and turn in to office proceeds from "Blue Jean Day."~~
- Attend all staff meetings as required by the Administrator.
- Attend and participate in Quality Assurance Committee meetings. Prepare ~~quarterly~~ reports to be presented at these meetings.
- Advise Administrator as to the type and amount of supplies and equipment required to fulfill the objectives of the activities program. Ensure that supplies are provided for all group and individual activities.
- Assist in preparing and planning the Activities Department's budget for equipment and supplies and submit to the Administrator for review, recommendations, and approval.
- Perform any other work-related duties as requested by the Administrator.

QUALIFICATIONS

Education, Training and Experience: Must possess, as a minimum, a high school diploma or GED.

Must be an activities professional or a qualified therapeutic recreation specialist who is licensed or registered and is eligible for certification as a therapeutic recreation specialist, therapeutic assistant or an activities professional by a recognized accrediting body, such as the National Certification Council for Activity Professional or the National Council for Therapeutic Recreation Certification; or has a minimum of two (2) years experience in a social or recreational program within the last five (5) years, one (1) year of which was full-time in a patient activities program in a health care setting; or has completed an activity director training course approved by the National Association for Activity Professional or the National Therapeutic Recreation

Society; or is a qualified occupational therapist or occupational therapy assistant with activity programming experience.

Must have two (2) years in a supervisory capacity. Previous experience providing activities for the elderly with Alzheimer's or dementia preferred.

Knowledge, Skills and Abilities:

- Ability for independently planning, organizing, supervising and following up on activities having a direct effect on the Activities Department.
- Must possess excellent organization skills and originator of new ideas and methods.
- Must possess effective written, verbal and non-verbal communication skills.
- Ability to operate Microsoft Office programs such as Outlook, Word, Excel and other computer operating systems.
- Ability to operate general office equipment such as fax machine, photocopier, scanner, multi-line phone, calculator, etc.
- Ability to maintain effective relationships and communication with families, residents and staff.
- Thorough knowledge of management principles and techniques and ability to manage the operation of the departments economically and efficiently to attain the desired results.
- Ability to administer all Activity personnel standards in a manner conducive to maximum performance and high morale of the employees.
- Ability to provide effective supervision and staff management.
- Ability to evaluate skills and abilities of subordinate employees.
- Ability to learn new computer software programs and apply new technology effectively.
- Ability to work independently within established guidelines, prioritize and coordinate activities, and meet critical deadlines.
- Ability to manage time effectively.
- Ability to analyze problems, identify alternatives, develop recommendations and implement solutions.
- Ability to assess needs and prioritize them.
- Ability to provide administrative oversight for staff and facilities within department, which includes ability to set detailed goals both in writing and orally in English.
- Ability to maintain fiscal responsibility for the budget.
- Ability to demonstrate hands on leadership, set examples for staff and other employees.

Special Requirements:

- Must have possession of a valid State driver's license.
- Level 2 Background screening required

PHYSICAL DEMANDS

- Occasional lifting and carrying up to 20 or more pounds.

- Occasional pushing & pulling of up to 20 or more pounds.
- Sedentary work: position requires frequent sitting.
- Frequent bending, squatting, kneeling, twisting, reaching above shoulders, reaching outward, handling, fingering, standing, & walking.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Grasping: Applying pressure to an object with fingers and palm.
- Fingering: Picking up, typing, or otherwise working primarily with fingers rather than with whole hand as in handling.
- Handling: Picking, holding or otherwise working primarily with whole hand.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction.
- Occasionally climbing, crawling and sitting.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motions of the lower extremities and back muscles.
- Talking: Expressing or exchanging ideas by means of the spoken work including those activities in which they must convey detailed or important spoken instructions to other workers or to residents accurately and loudly.
- Visual Acuity: With or without correction. Have close visual acuity to perform and activity such as: preparing and analyzing data and figures; viewing computer monitor and reading; determine the accuracy, neatness and thoroughness of the work assigned or to make general observations.
- Walking: Ability to stand for a prolonged period of time. Must be able to move intermittently throughout the workday to accomplish tasks.

WORK ENVIRONMENT

Work is inside in an office setting. Work may include supervising activities outdoors where exposure to adverse weather may be experienced.

EXPECTATION OF HOURS WORKED

Monday through Friday 8:00 AM to 4:00 PM unless duties require you to be away from Facility.

Department: Activity

Classification: FLSA Exempt

Pay Grade: 21

Activity Supervisor – Approved by Commission _____

Unless by promotion, after an offer of employment and prior to commencement of the employment duties, applicant will be subject to completing and passing a physical examination, a drug screening for presence or absence of illegal drugs and background check.

It is a condition of employment for employee to refrain from reporting to work or working with the presence of illegal drugs or alcohol in his or her body, and, if an injured employee refuses to submit to a test for drugs or alcohol, the employee forfeits eligibility for medical and indemnity benefits.

Activity Supervisor is subject to job applicant, random, reasonable suspicion, work related post-accident, and fitness for duty testing.

By signing below, I acknowledge I have received a copy of the job description and agree that I must be able to perform the essential functions and requirements of this position as set forth in the job description.

Signature & Print name

Date

Activity Supervisor – Approved by Commission _____

ACTIVITY AIDE

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To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description. Management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

JOB SUMMARY

The Activity Aide shall be responsible for assisting in implementing the planned activity programs by the Activity Director in accordance with current federal, state, and local standards governing the facility. Also, the Activity Aide shall be responsible for ensuring that the emotional, spiritual, recreational, and social needs of the residents are met on an individual basis.

JOB RELATIONSHIPS:

Responsible to: Administrator

Supervised by: Activity Director

Workers Supervised: None

ESSENTIAL JOB FUNCTIONS

- Must maintain resident confidentiality and treat residents with kindness, dignity, and respect.
- Must know and comply with residents' rights rules to ensure that residents' emotional, recreational, and social needs are met.
- Change orientation board each morning.
- Implement all activities at scheduled times.
- Implement all scheduled activities with or without assistance, day and/or evenings.
- Implement in-room one-on-one activities.
- Visit each resident in the facility daily as time permits.
- Read and write letters for residents upon request.
- Deliver daily newspaper to residents.
- Assist in the planning and implementation of special programs and events, including socials and parties.
- Conduct activity programs, such as crafts, dominoes, card games, exercise, bingo, parties, and special events.
- Announce activities and other appropriate messages over the intercom.

- Assist residents to all group activities in the dining room and solariums.
- Record residents' attendance and participation for each activity daily.
- Assist in taking residents on outings, in town and out of town.
- Assist with transporting residents to appointments when necessary.
- Assist residents to monthly birthday parties and help volunteers set up and serve the refreshments.
- Clean and set up activity cart for daily use.
- Keep Activity Room clean and straight.
- Turn on TV's and radios to residents' choice of station and play music of residents' choice in room.
- Decorate all assigned bulletin boards.
- Assist in Resident Care Plans when necessary.
- Assist with required activity documentation when necessary.
- Deliver birthday balloons, and others as needed.
- Assist in gathering and preparing information for the monthly newsletter.
- Pass out monthly newsletter to residents.
- Provide manicures for residents.
- Stock and organize food supply cabinets.
- Clean and organize all storage areas, including outside storage shed.
- Place monthly activities calendars in each resident's room, at each nurses' station, in each solarium, and in the therapy room.
- Collect and pass out books on Bookmobile Day.
- Assist with decorating facility for monthly holidays.
- Assist with getting residents registered to vote and pass out absentee ballots.
- Assist with providing snacks for residents.
- Give residents undivided attention during group activities and individual activities—do not socialize with other staff members.
- Attend meetings, such as resident care conferences and rehabilitation meetings, and new resident interviews, when necessary.
- Orientate and instruct volunteers.
- Maintain competence through attendance and participation in continuing education programs and seminars.
- Understand and follow universal precautions, established safety rules, fire and disaster procedures, and departmental policies and procedures while performing daily tasks.
- Ensure that the department and activity equipment is maintained in a clean and safe manner.
- Perform any other work-related duties as assigned by Supervisor.

MINIMUM QUALIFICATIONS:

Education, Training and Experience: High School Diploma or equivalent required. Preferred experience or training in resident activities.

Knowledge, Skills and Abilities:

- Ability to read and interpret written directives and follow instructions.

- Ability to maintain effective relationships and communication with residents, public and staff.
- Must be at least eighteen years of age.
- Must have completed secondary education or otherwise show ability to read and write in English, and follow oral and written instructions.
- Ability to assess needs and prioritize them.
- Must have patience, tact, enthusiasm, and a positive attitude toward residents.
- Ability to perform light manual work.

Special Requirements:

- Level 2 Background screening required.
- Ability to adjust to emergency situations.

PHYSICAL DEMANDS

- Occasional lifting and carrying up to 20 or more pounds.
- Occasional pushing & pulling of up to 20 or more pounds.
- Frequent bending, squatting, kneeling, twisting, reaching above shoulders, reaching outward, handling, fingering, standing, & walking.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Grasping: Applying pressure to an object with fingers and palm.
- Fingering: Picking up, typing, or otherwise working primarily with fingers rather than with whole hand as in handling.
- Handling: Picking, holding or otherwise working primarily with whole hand.
- Hearing: Perceiving the nature of sounds at normal speaking levels with our without correction.
- Occasionally climbing, crawling and sitting.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motions of the lower extremities and back muscles.
- Talking: Expressing or exchanging ideas by means of the spoken work including those activities in which they must convey detailed or important spoken instructions to other workers or to residents accurately and loudly.
- Visual Acuity: With or without correction. Have close visual acuity to perform and activity such as: preparing and analyzing data and figures; viewing computer monitor and reading; determine the accuracy, neatness and thoroughness of the work assigned or to make general observations.
- Walking: Ability to stand for a prolonged period of time. Must be able to move intermittently throughout the workday to accomplish tasks.

WORK ENVIRONMENT

Work is inside a skilled nursing facility.

- Possible lifting
- Can be physical

EXPECTATION OF HOURS WORKED

Work the scheduled assigned by the Activities Supervisor. Emergency situations may require you to come in early or stay late due to unforeseen circumstances.

Department: Activities

Classification: FLSA Non-Exempt

Pay Grade: 10

Unless by promotion, after an offer of employment and prior to commencement of the employment duties, applicant will be subject to completing and passing a physical examination, a drug screening for presence or absence of illegal drugs and background check.

It is a condition of employment for employee to refrain from reporting to work or working with the presence of illegal drugs or alcohol in his or her body, and, if an injured employee refuses to submit to a test for drugs or alcohol, the employee forfeits eligibility for medical and indemnity benefits.

The Activities Staff is subject to job applicant, random, reasonable suspicion, work related post-accident, and fitness for duty testing.

By signing below, I acknowledge I have received a copy of the job description and agree that I must be able to perform the essential functions and requirements of this position as set forth in the job description.

Signature & Print name

Date

HEALTH REQUIREMENTS:

- ~~1. Must show evidence of good health through pre-employment physical.~~
2. Have adequate vision and hearing.

OTHER REQUIREMENTS:

- ~~1. Must be clean, neat, and well-groomed in appearance.~~

- ~~2. Must take and pass Class D license test to transport residents in non-emergency situations when required.~~

ABILITIES:

- ~~1. Able to carry out resident activity programs as directed.~~
- ~~2. Able to communicate effectively with residents and families, both orally and written.~~
- ~~3. Able to meet and deal with the public and support agencies when representing the Center.~~

Physical Demands:

~~Walking, reaching, stooping, bending, climbing.~~