

## **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 older adults and the disabled population in a residential health care facility, social adult day program, senior centers, or in the home or agreed upon setting of an older adult specifically for supervision/companionship/respice care. The duties of this position 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 staff member. Incumbents receive on-the-job training in routine leisure time activities program duties, including but not limited to Point Click Care, REST Companion Course Curriculum, Dementia, Recreation Assessment/programming for diverse populations and proper documentation. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

#### **When employed at a residential health care facility:**

Assists older adults or disabled in craft projects, cooking, exercise 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;  
Plans a monthly calendar that meets the diverse needs of the residents;  
Attends and assists in the resident's activity planning meetings;  
Attends and participates in the facility's in-service training program;  
Aides with arrangements for movies, picnics, theme days and other large events;  
Aides in inventory, cleaning and storage of activities, supplies and equipment;  
Assists in the assessing of each resident with the Comprehensive Recreation Tool;  
Transports residents to and from activities within the facility as well as to outside facility community outings;  
Promotes activities through use of poster, verbal reminders, table tents, and monthly calendars;  
Assists residents with reading, writing, and mailing personal correspondence;  
Assists residents that are room bound with leisure time activities on a 1:1 basis;  
Maintains simple records and reports;  
Maintains resident's recreation progress notes using Point Click Care;  
Makes notes and establishes a plan for a resident's leisure activities in conjunction with the overall care plan;  
Aides with resident's satisfaction survey collection.

**When employed at a social adult day program, senior center, or the home or agreed upon setting of an older adult:**

Assists older adults or persons who are frail/disabled with activities such as but not limited to craft projects, cooking, exercise, and other leisure time activities;

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

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

Oversees the distribution and quality of the food at a site, orders supplies, takes reservations for meals;

Assists in planning a monthly calendar that needs the diverse needs of the participants;

Assists with making arrangements for movies, picnics, theme days, and other large events;

Assists in the cleaning and storage of activities supplies and equipment;

Promotes activities through the use of posters, verbal reminders, table tents, and monthly calendars;

Maintains simple records and reports;

**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, social adult day program, senior centers, or for 1:1 in-home supervision/companion care/respite;

Ability to stimulate and maintain participation and interest in the leisure programming;

Ability to understand the problems and attitudes of ill, aged and disabled persons and their relation to participation in a leisure time activity program;

Ability to communicate effectively both orally and in writing;

Ability to work with volunteers and possibly family members;

Ability to maintain records and time sensitive charting for each resident's as per New York State regulations;

Ability to follow oral and written instructions;

Ability to set a pleasant tone, that is friendly, warm, and encouraging to participants;

Patience; Enthusiasm; Tact; Courtesy; Empathy for the ill and aged.

**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.