



Lunalilo Home JOB DESCRIPTION

Position: **PROGRAM RECREATIONAL SPECIALIST**
Department: Adult Day Care & Senior Activities Programs
Report to: Director of Adult Day Care and Senior Activities Programs
Classification: Hourly Non-exempt, Union

Status: Regular Full Time (40 hours per week)
Regular Part Time (20 or more hours per week but less than 40 hours per week)
On-Call/Part-Time (hours varied according to need)
May be required to work holidays, weekends, and work overtime as necessary.

JOB FUNCTIONS

Assists in planning, organizing and directing therapeutic exercise and recreation programs to effect improvement in the physical, mental and social well-being of clients. Assists with personal care, transfers and ambulating to each individual in accordance with prescribed procedures under direction of Director of ADC and Sr. Activities, by performing the following duties.

DUTIES AND RESPONSIBILITIES:

Assists in planning, organizing, directing therapeutic exercise and recreation programs to include such activities as games, music, arts and crafts, gardening, parties, excursions, special events and cultural activities.

Plans and conducts mental stimulation programs for memory support.

Leads daily exercise programs, ranging from:

- Daily 1:1 Walks/Strolls
- Daily AM/PM Group Walk/Strolls
- Daily AM/PM Group routine sit down exercise sessions

Conducts group and individual recreation activities according to client's needs, capabilities, and interest.

Monitors the following:

- Calendar activities throughout the day
- Assures timetables and planed activities are executed properly
- Provides suggestions for scheduling activities and events.

Prepares for activities daily by assembling the following:

- Supplies for specific activities
- Furniture (i.e. tables and chairs) arranging, set ups and break downs frequently
- Equipment needed for each activity (i.e. tables, chairs, boards, easels, games etc.); and returns equipment to storage and/or its original location after the completion of activity.

Assists with following:

- Close supervision
- Wandering prevention
- Fall prevention
- Assures safety

Maintains a Secure, Clean and Sanitized environment.

Maintains and reviews daily logs of the Center and the client's activities. Properly secures all reports and forms that include clients' histories, incident reports, progress notes, etc.

Demonstrates simple meal preparation to promote an independent lifestyle and healthy eating.

Assists with transferring, transporting and caring for clients on field trips/outings.

Performs other duties as requested by management that support the mission of the organization.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The person should also have common sense and the capacity to think quickly and respond to emergency situations. Work experience in geriatric or long-term care setting desirable. Program Recreational Specialist should also be able to communicate affectively both orally and in writing.

JOB SPECIFICATIONS:

Must meet all local health and human services regulations, including:

- Annual physician exam
- TB clearance
- Criminal background and APS clearance.
- Valid driver's license
- Certificate for First Aid and CPR.

Education: High School Graduate or GED
Read, Write and Speak English

Physical Demands: Requires frequent lifting up to 70 lbs.
Eye-hand-foot coordination essential.

Mental Demands: Alert, Pro-Active as compared to Re-Active when attending to daycare clients. Use of Sympathy and Tact when dealing with daycare clients.

Lunalilo Home is an Equal Opportunity Employer and does not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state, or local protected class.

ACKNOWLEDGEMENT OF RECEIPT OF JOB DESCRIPTION

I acknowledge I have received a copy of this job description. I understand the duties, and am fully able to meet the requirements, and perform the essential functions of this position, with or without reasonable accommodations. I further acknowledge, and understand, this job description does not create an employment contract, and nothing contained herein alters my at-will employment status.

Employee Signature

Date

Print Name