

ANNE GRADY CORPORATION

JOB CLASSIFICATION: Recreation

DEPARTMENT: Direct Support Services

TITLE OF POSITION: Activities Specialist

IMMEDIATE SUPERVISOR: Activities Coordinator

NORMAL WORKING HOURS AND SCHEDULE: Will flex 40 hours/week including evenings and weekends.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

KNOWLEDGE, SKILLS, AND ABILITIES: 1) High school graduate or GED required; 2) Experience working with individuals with developmental disabilities preferred; 3) Knowledge of Anne Grady Services policies and procedures; 4) Knowledge of union contract; 5) Ability to motivate others; 6) Effective communication skills; 7) Ability to make independent decisions; 8) Ability to flex schedule as needed; 9) Ability to lift 50 pounds; 10) Valid driver license, proof of auto insurance, clean driving record required; 11) Ability to push, pull, bend, stoop, and stand for extended periods of time; 12) Ability to regularly, intermittently, and spontaneously lift, transfer, and reposition individuals; 13) CPR/First Aid Required; 14) Medication administration certification may be required.

POSITION RESPONSIBILITIES

1. Maintain professional communication, both verbally and written, with Activities Coordinator, Home Coordinator(s)/Manager(s), Program Coordinators, QIDPs, department leadership and other members of the interdisciplinary team. Works and communicates with other departments in a positive and professional manner.
 2. Ensures participation in a variety of purposeful and meaningful community and home-based activities on a regular basis within designated budget. (Minimum two times per month per individual)
 3. Ensures completion of documentation to include, but not limited to, purchase requests, individuals' participation in activities, programming, and personal care needs.
 4. Transports individuals using AGS vehicles. Assists with upkeep and maintenance of assigned vehicles as indicated by the transportation department, to include documentation.
 5. Administer medications to individuals during community activities as assigned.
 6. Attends and participates in in-services and staff meetings as needed.
 7. Ensures that individuals are free from abuse and neglect to the extent possible and reports to a supervisor immediately knowledge of any situation that may infringe or may have infringed on an individual's right to be free from abuse and neglect.
 8. Exemplifies Corporation philosophy and follows all policies and procedures.
 9. Performs related responsibilities, activities, and duties as required.
- Job Classification: Activities Specialist

List of positions directly supervise.
If more than eight, list totals only.
None

Signature of Department Director Date

Signature of Employee Date

Form Pr-105

Updated: 5/5/2022
Revised: 6/12/2023