

ANNE GRADY CORPORATION

JOB CLASSIFICATION: Recreation Specialist
DEPARTMENT: Direct Support Services
TITLE OF POSITION: Recreation Specialist
IMMEDIATE SUPERVISOR: Recreation Coordinator
NORMAL WORKING
HOURS AND SCHEDULE: Will flex 40 hours/week to include evenings and weekends

JOB DESCRIPTION AND WORKER CHARACTERISTICS

KNOWLEDGE, SKILLS, AND ABILITIES: 1) High school graduate or equivalent required; 2) Experience working with individuals with developmental disabilities preferred; 3) Must be CPR/First Aid certified; 4) Ability to work flexible hours; 5) Ability to motivate individuals; 6) Ability to push, pull, bend, sit, and stand for extended periods to time; 7) Ability to regularly, intermittently, and spontaneously lift, transfer, and reposition individuals; 8) Ability to lift 50 pounds; 9) Good record keeping skills; 10) Good driving record required; 11) Must have medication administration certification.

POSITION RESPONSIBILITIES

1. Transports individuals using AGC vehicle and/or personal vehicles.
2. Develops, organizes, and carries out leisure activities appropriate for designated individuals in coordination with individual's home coordinator, QIDP, and other involved department staff.
3. Evaluates assigned individuals at admission and annually for recreation/leisure strengths and needs.
4. In conjunction with the interdisciplinary team, develops and implements individualized programs to increase functional and purposeful recreation/leisure time skills of individuals.
5. Assist with developing, organizing, and carrying out a minimum of four wellness activities per month and ensures participation of each individual. (Minimum of one activity per month)
6. Ensures participation in a variety of purposeful and meaningful recreational/leisure activities on a regular basis. (Minimum two times per month, per individual)
7. Promotes active treatment and implements programs developed by Team while in community.
8. Documents service delivery and individual participation in events as needed.
9. Attends and participates in interdisciplinary team meetings for assigned individuals, as requested.
10. Attends and participates in in-service and staff meetings.

11. Responsible for providing recreational/leisure activities within budget.

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12. Provides documentation of expenditures within time frames.

13. Coordinate upkeep and maintenance of assigned vehicles as indicated by the transportation department, to include documentation.

14. May be required to serve as “on deck” person on a needed basis.

15. Administers medications to individuals while on recreational outings as assigned through delegated nursing.

16. Maintains all requirements to administer medications under delegated nursing rules.

17. To ensure that individuals are free from abuse and neglect to the extent possible.

18. To report 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.

19. Follows policies and procedures.

20. Exemplifies Corporation philosophy.

21. Represents Anne Grady services in a positive and professional manner at all times.

22. Performs all other related duties as assigned.

List of positions directly supervise.
If more than eight list totals only

Signature of Department Director Date

Form Pr-105

Signature of Employee Date

3/19/04
Revised: 9/08/04
Revised: 11/20/06

Revised: 02/06/07

Revised: 10/12/09

Revised: 03/11/10

Revised: 3/30/11

Revived/Created 4/15/19