

ANNE GRADY CORPORATION

JOB CLASSIFICATION: Recreational

DEPARTMENT: Organizational Development

TITLE OF POSITION: Activities Coordinator

IMMEDIATE SUPERVISOR: Chief Organizational Development Officer

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

KNOWLEDGE, SKILLS, AND ABILITIES: 1) Bachelor's Degree in a related field preferred; 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 lead; 7) Ability to make independent decisions; 8) Knowledge of Center's policies and procedures; 9) Ability to push, pull, bend, sit, and stand for extended periods to time; 10) Ability to regularly, intermittently, and spontaneously lift, transfer, and reposition individuals; 11) Ability to lift 50 pounds; 12) Good record keeping skills; 13) Good driving record required; 14) Must have medication administration certification; 15) Working knowledge of various social media platforms.

POSITION RESPONSIBILITIES

1. Provides consistent supervision, direction, training, evaluation and manage the performance of Activities Specialists.
2. Maintains professional communication with the respective departments/personnel within the organizations ensuring collaboration to meet department goals and accomplish projects.
3. Oversees the development and implementation of a wide range of leisurely activities in coordination with QIDP/home coordinators and other involved departments and staff within a designated budget meeting individual program needs. This will be for ICF primarily and also extended to Supported Living and Day Program.
6. Assist in evaluating ICF individuals at admission and annually for recreation/leisure strengths and needs.
7. Ensures participation in a variety of purposeful and meaningful recreational/leisure activities on a regular basis promoting active treatment. (Minimum two times per month, per individual for ICF)
8. Ensures record keeping service delivery and individual participation in events as needed.
9. Oversees upkeep and maintenance of assigned vehicles as indicated by the transportation department, to

include documentation.

10. Maintains Anne Grady's image and identity both internally and externally continuously promoting its mission.
11. Collaborate with the leadership team to support the organizational communication initiative.
14. Attends and supports all Anne Grady Foundation and Anne Grady Services events.
15. Engage in training opportunities that will enhance the Activities department.
16. To ensure that individuals are free from abuse and neglect to the extent possible.
17. 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.
18. Follows policies and procedures.
19. Exemplifies Corporation philosophy.
20. Represents Anne Grady services in a positive and professional manner at all times.
21. Performs all other related responsibilities, activities, and duties as assigned.

List of positions directly supervise.

If more than eight list totals only

Activities Specialist

Signature of Department Director

Date

Form Pr-105

Signature of Employee

Date

Updated 5/5/2022