

Christian Health Care Center
JOB DESCRIPTION

***Mission:** Providing skilled health care services with compassion and love in Christ's name.*

TITLE:	Therapeutic Recreational Aide
REPORTS TO:	Director of Therapeutic Recreation
FLSA STATUS:	Non-Exempt, Hourly

JOB SUMMARY: The primary purpose is to assist in the planning, implementation and documentation of recreational social, emotional, intellectual, spiritual and physical Therapeutic Recreation programs, in accordance with the resident's assessment and care plan, and as may be directed by your supervisor.

Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

ESSENTIAL JOB FUNCTIONS:

1. Works alongside employees to promote a team effort and maintain the highest quality resident service.
2. Good attendance is an essential requirement of this position.
3. Respects and abides by Resident Rights.
4. Maintains confidentiality in all things relating to residents.
5. Assists in planning, developing, organizing, implementing, and documenting the activity programs of this facility.
6. Documents program attendance in a timely manner.
7. Ensures that all charted activity progress notes are informative and descriptive of the services provided and indicate the resident's response to the TR service.
8. Participates in facility survey (inspections) made by authorized government agencies as necessary.
9. Effectively manages time between residents, programming and paperwork.
10. Effectively communicates and works closely with staff members and supervisor to build an efficient and cooperative team.
11. Maintains calm flexible environment when working with residents with dementia. Understands and demonstrates Validation Therapy techniques when working with residents with dementia.
12. Interprets and implements the department's policies and procedures and is able to discuss them with employees, residents, visitors and government agencies.
13. Completes assigned daily maintenance tasks, such as: delivery of mail, locking up the activity room, maintenance of daily activity boards.

14. Befriends residents to encourage resident self-esteem by visiting and conversing with residents on a regular basis. Provides one to one visits. These one-to-one visits may include reading to residents, assisting residents with letter writing, assisting with manicures or providing wheelchair rides in/out of facility.
15. Leads and/or assists residents engaged in scheduled TR Programs to promote the highest functioning level of the resident's physical, social, mental well-being. This may include outings into the community.
16. Assists in set up of activities, supplies and equipment, escorting residents to and from the area and maintaining clean, sanitary, safe and pleasant activity area.
17. Provides residents with reading materials and books on tape as necessary. Assist residents with turning on/off in-room recreational equipment (Stereo, TV, DVD, VCR and Talking Books)
18. Takes proper steps to maintain resident rights such as maintaining confidentiality of resident information and honoring requests of non-participation, and reporting suspected resident abuse.

OTHER JOB FUNCTIONS:

1. Participates in various facility committees and attends staff meetings as assigned.
2. Maintains current knowledge of Therapeutic Recreation standards and attends staff training and mandatory in-services as scheduled. Pursues continuing education as needed, with approval.
3. Performs other duties as assigned by the Therapeutic Activities Director.
4. Establishes a culture of compliance by adhering to all facility policies and procedures. Complies with standards of business conduct, and state/federal regulations and guidelines.
5. Reports noncompliance with policies, procedures, regulations, or breaches in confidentiality to appropriate personnel. Reports any retaliation or discrimination to HR or compliance officer.
6. Agreement to abide by all standards, policies, and procedures of the facility, including the facility's compliance and ethics program, is a condition of employment. Compliance will be a factor in evaluating job performance. Violations, including failure to report violations, will result in disciplinary action, up to and including termination.

WORKING CONDITIONS AND EQUIPMENT USED:

Works in office areas as well as throughout the facility; moves intermittently during working hours; is subject to frequent interruptions; is involved with residents, personnel, visitors, government agencies/personnel, etc; is subject to hostile and emotionally upset residents, family members etc.; works beyond normal working hours as required [May included: weekends, evenings, other positions temporarily; subject to call-back during emergency conditions (e.g. severe weather, evacuation, post-disaster etc)]; subject to exposure to equipment of various types, odors such as dust, air contaminants, etc., also subject to exposure to infectious waste, diseases, conditions, etc. including TB and the AIDS and Hepatitis B viruses. May be required to wear a respirator.

QUALIFICATIONS:

Knowledge, Skills and Ability to:

- Demonstrated ability, knowledge, love and care of resident and present a cheerful and willing disposition and able to work with a variety of resident behaviors/emotions including but not limited to: anger, frustration, depressed, manic, sad and various levels of dementia; must be comfortable working around residents who are terminally ill and residents who may be bedridden.
- Ability to work collaboratively as a team member in the Therapeutic Recreation Department.
- Knowledge of community resources available to the elderly.
- Excellent interpersonal skills; must have patience, tact, cheerful disposition, enthusiasm and the willingness to handle residents based on their individual maturity level and work positively with family members and other CHCC staff members.
- Proficient verbal and written communication skills; ability to speak, read and write the English language.
- Ability to work independently with minimal direction; ability to make independent decisions when circumstances warrant such action.
- Ability to handle the responsibility of providing residents with a safe and positive experience outside of the facility.

Education and Experience:

- Must possess a high school diploma or equivalent.
- On the job training provided.
- Experience working with the elderly or dementia population preferred but not required.
- Nursing Assistant Certification preferred but not required.

GENERAL PHYSICAL REQUIREMENTS:

Strength: Ability to assist residents in getting to activities services; maneuvering wheelchairs and lifting up to 50 pounds.

Manual Dexterity: Ability to consistently perform simple motor and manipulative skills such as standing, walking, etc., and moderately difficult manipulative skills such as writing and word processing.

Mobility: Ability to walk and stand consistently; sit for long period; move throughout the facility; reach above shoulders; bend frequently; squat and rest on knees to reach files.

Visual Discrimination: Ability to consistently identify objects and persons at a distance; read fine print on medical records and forms.

Hearing: Ability to consistently distinguish normal sounds with some background noise; multiple sounds (such as alarms) in a stimulated environment; and verbal language and tones on the telephone.

Speech: Ability to speak clearly and make self understood in a one-on-one basis with residents and in a variety of formal and informal group settings.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment nor do they alter the at-will nature of the party's employment relationship. The employer retains the discretion to change and alter this description at its discretion.