

Cordova Community Medical Center

Job Description

Activities Aide / Recreation Bus Driver

Job Title:	Activities Aide / Recreation Bus Driver	Status:	Part-Time to Full-Time
Supervisor:	LTC Director of Nursing	Pay Grade:	\$18.35-\$26.65 per hour
Department/Division:	Nursing	Classification:	Non-Exempt

POSITION SUMMARY

The Activities Aide is responsible for carrying out ongoing activities designed by Activities Director/Occupational Therapist to meet, in accordance with the comprehensive assessment, the interests and the physical, mental, and psychosocial well-being of each resident. For the right candidate this position could lead to a permanent full-time position with benefits. The Activities Aide has no supervising responsibility.

ESSENTIAL RESPONSIBILITIES

- The Activities Aide will carry out the scheduled activities, individual and group, and oversee/document the response to the activities and determine if the activities meet the assessed needs of the resident, and request revisions as necessary.
- Document the response of the resident in the resident's chart. Report any issues or concerns to the nurse on duty and the Occupational Therapist.
- Work with Occupational Therapist, Nursing staff, Certified Nursing Assistant Staff, Social Worker and Director of Nursing.
- Offer care/services that recognize age/diversity specific needs/issues of residents served based on Occupational Therapist recommendations.
- To drive residents to special functions, picnics, out the road to pick berries, etc.

The above is not intended to be an all-inclusive list of essential functions for the job described, but rather a general description of some of the responsibilities necessary to carry out the duties of this position.

QUALIFICATIONS

EDUCATION: High School Diploma or GED equivalent. Must possess a current and valid (clean) Alaska Driver's License.

EXPERIENCE: Minimum, six (6) months experience as an activities aid preferred, certified nursing assistant or private caregiver will be considered.

REQUIREMENTS: Must obtain BLS certification within 30 days of hire. Regular attendance is a requirement of this position, including monthly staff meetings and other in-services as required by Cordova Community Medical Center. Must be able to read, write and speak English well.

ADDITIONAL REQUIREMENTS

Upon date of Hire: Current Negative TB Test
Ability to Pass a DHSS Criminal History Check and Drug Test
Must be current in immunizations

EQUAL EMPLOYMENT OPPORTUNITY

CCMC shall seek to insure and provide equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.

ACKNOWLEDGEMENT OF RECEIPT OF JOB DESCRIPTION

Position: Activities Aide / Recreation Bus Driver

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

Supervisor Signature

Date

Print Name