

SENIOR LEISURE TIME ACTIVITIES LEADER

DISTINGUISHING FEATURES OF THE CLASS: This work involves assisting in the planning, organization, coordination, and implementation of appropriate leisure time activities at a group respite program, senior center, or the home of agreed upon setting of an older adult(s). The incumbent has responsibility for providing program services that will meet the recreational and health needs of the participant. The work of this class is distinguished from Leisure Time Activities Leader by the greater complexity of tasks, the program knowledge required, the responsibility for acting as lead worker, and independent judgment utilized. Work is performed under the general supervision of a higher-level staff member. May lead and direct the work of subordinate clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in the planning of leisure time activities and makes arrangements for staff, supplies and materials, transportation, facility, and scheduling;

Assists older adults or disabled in craft projects, cooking, exercise and other leisure time activities;

Organizes and conducts special events;

Makes notes and establishes a plan for a resident's leisure activities in conjunction with the overall care plan;

Aides with resident's satisfaction survey collection;

Provides training and continued education to lower-level clerical staff;

Attends and assists in the resident's activity planning meetings;

Attends daily Morning meeting as needed;

Attends and participates in the facility's in-service training program;

Ensures that program activities are designed to meet the specific needs, interest, and abilities of program participants;

Prepares and maintains records and reports;

Promotes activities through use of poster, verbal reminders, table tents, and monthly calendars;

Assists residents with reading, writing, and mailing personal correspondence;

Assists residents that are room bound with leisure time activities on a 1:1 basis;

Uses computer applications in performing work assignments;

Performs general office work pertaining to the Leisure Time Activities program.

SENIOR LEISURE TIME ACTIVITIES LEADER-cont'd

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of basic arts, crafts, games, sports, hobbies and other appropriate leisure time activities used in a residential health care facility, social adult day program, senior centers, or for 1:1 in-home supervision/companion care/respite;

Good knowledge of the organization and conduct of leisure time activities suited to the elderly;

Ability to stimulate and maintain participation and interest in the leisure activities programming;

Ability to understand the problems and attitudes of ill, aged and disabled persons and their relation to participation in a leisure time activity program;

Ability to communicate effectively both orally and in writing;

Ability to work with volunteers and possibly family members;

Ability to maintain records and time sensitive charting for each resident's as per New York State regulations;

Ability to follow oral and written instructions;

Ability to set a pleasant tone, that is friendly, warm, and encouraging to participants;

Ability to prepare a variety of reports and records;

Ability to stimulate and hold the interest of the program participants;

Patience; Enthusiasm; Tact; Courtesy; Empathy for the ill and aged.

MINIMUM QUALIFICATIONS:

- A) Completion of 60 credit hours at a regionally accredited or New York State registered college or university; OR
- B) Graduation from high school or possession of an equivalency diploma and two years working in a medical setting or long-term care facility; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

NOTE: If the position requires transportation of residents/elderly, possession of an appropriate driver's license is required at time of appointment.