

Healthy Aging Center LAGUNA WOODS

Position Title: Healthy Aging Center Activities Coordinator
Reports to: Floor & Activities Supervisor
Status: Full time, Non Exempt
Pay Range: \$19/hour - \$21/hour DOE

General Summary:

Reporting to the Floor Supervisor and in accordance with the needs of the participants, the Activities Coordinator will assist in developing and implementing the care and therapeutic activities for the Adult Day Health Center participants.

Job Duties:

- Assists in planning, producing, and posting monthly activities calendar and implements activities based on needs, interests, and preferences of participants.
- Holds regular participant meetings to determine effectiveness of activities program and makes adjustments accordingly.
- Assists in providing direct care services (therapeutic, personal care, toileting) to the participants when needed.
- Assists in completing initial activity assessments and reassessments.
- Assists in the implementation of activities-related IPC (Individual Plan of Care) goals.
- Assists in completing all mandated documentation such as quarterly notes, progress notes, flow sheets, etc. with accuracy and objectivity.
- Provides immediate supervision to direct care staff & volunteers as directed by the Floor Supervisor.
- Maintains adequate supplies for program activities.
- Attends training classes as needed to keep current with industry standards.
- Other duties assigned.

Minimum Qualifications:

- BA or BS from a recognized college or university in one of the following fields:
 - Recreation Therapy
 - Occupational Therapy or Occupational Therapy Assistant
 - Art, Music, or Dance Therapy
 - Social Work; **or**
- Two years' experience (within the past five years) in a social recreational or educational program, at least one year of which was full-time in an activities program in a health care setting, mental health program or program serving disabilities; **or**
 - Completion of at least 36 hours training in an approved course and along with regular consultation from an Occupational Therapist, Recreation Therapist or Social Worker
- Knowledge of processes and issues surrounding aging
- Knowledge of appropriate leisure activities and healthcare issues for elderly

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- Ability to work compassionately with diverse and challenging clientele
- Current Medical/Health screening including TB clearance
- First Aid and CPR (within 6 months of hire)
- Possess and maintain valid California Driver's License, proof of automobile insurance coverage and willingness to use personal automobile for work-related tasks
- Computer literacy
- Demonstrated sensitivity to cultural diversity
- Demonstrated verbal and written communication skills

The job profile in no way states or implies that these are the only duties to be performed by the jobholder. The Associate will be required to follow instructions and perform other duties as requested by his/her supervisor or manager. This is not meant to be an exhaustive list of job duties. Essential elements may change when necessary.

Alzheimer's Orange County is an equal employment opportunity employer and strives to comply with all applicable laws prohibiting discrimination based on race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, marital status, medical condition, sexual orientation (gender identification), as well as any other category protected by federal, state, or local laws.

The Associate or the Organization may terminate employment at the Organization for any reason, with or without cause or notice, at any time. Nothing in any oral or written statement shall limit the right to terminate employment at will. No Supervisor or Associate of the Organization shall have any authority to enter into an employment agreement – express or implied – with any Associate providing for employment other than at will.

To Apply: Please email a cover letter AND resume to alzoc.hr@gmail.com to be considered for this position.