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# ARKANSAS CITY

Presbyterian Manor

*THE WAY YOU WANT TO LIVE*

## Activities Assistant

### Employer

Presbyterian Manor  
1711 N 4<sup>th</sup>  
Arkansas City, KS 67005  
620-442-8700

### About Us

Here at Ark City Presbyterian Manor, we have a special culture of learning, growth, and engagement. This culture starts with our friendly team members. Everything we do is about providing a great experience for our residents and is rooted in our heritage as a faith-based, not-for-profit organization. We have a wonderful, caring and long-tenured team, and we're always looking for the next addition to join us.

Be EMPOWERED to actively participate in the lives of our residents and their families. Join the PMMA team to provide the best quality of life and care for our residents!

**Position Type:** Full-Time

**Schedule:** Various day throughout the week - either 830a-5p or 12p-7p and every other weekend from 9a-4p

### **Position Summary:**

This position is responsible for assisting in developing and carrying out the activity programs of the Community in accordance with federal, state, and local standards, guidelines and regulations. May be directed by the department director or Executive Director to provide for the interests and the physical, mental, and psychosocial needs of the residents. Advances the value that the resident comes first. The employee values the Community as the residents' home and works to create attributes of home and models person centered care.

### **Overall Requirements of Position:**

- Comprehends the duties and responsibilities of the position.
- Carries out the duties and responsibilities of the position in a professional manner.
- Adapts to changes in the work place with ease.
- Meets the needs of the work schedule (promptness, attendance), unless otherwise excused, and makes appropriate use of time while at work.
- Follows established safety protocols as appropriate for position and/or location.
- Customer Service duties are exhibited through promptness, accuracy, empathy, clarity, tone and appropriateness with non-PMMA staff (i.e., residents, resident families, outside community, vendors, etc.).
- Communication duties are exhibited through promptness, accuracy, empathy, clarity, tone and appropriateness with PMMA staff.
- Provides and initiates, creative, practical problem solving recommendations and/or takes the initiative to appropriately enhance job duties or area.
- Works well with others, assists others when needed or asked and appropriately lends support to others even when not asked. Recognizes all team members in their efforts to provide person centered care.
- Appropriately uses property, supplies and productivity during work time.
- Represents and demonstrates the PMMA mission while carrying out job duties.
- Attends training and or development programs as appropriate to meet or enhance current job or career knowledge.
- Performs additional duties as reasonably assigned.

### **Essential Duties and Responsibilities:**

- Assists in interviewing residents and resident families to obtain information on resident interests and preferences.
- Develops, plans, schedules and leads resident activities. Encourages resident participation in activities.
- Assists residents in one on one activities (i.e., letter writing, visiting, errands, etc.).
- Schedules movies, plans parties and provides varied social opportunities for residents.
- Develops and maintains relationships with outside agencies to provide for resident interests (i.e. library services, books for the blind, etc.).
- Arranges for and provides transportation for activities outside the Community.
- Completes appropriate paperwork and reports regarding resident participation in activities. Ensures notes are descriptive of the services provided and the resident's response/participation.
- Advances the value that residents come first by reporting accidents, incidents, resident complaints and changes in the resident's condition to the supervisor.
- Follows established universal precautions, safety and sanitation protocols, safe food handling practices and regulations. This includes proper clean-up, washing, storing of items, disposal of personal protective equipment or handling of hazardous materials. Reports occupational exposures to blood, body fluids, infectious materials and

hazardous chemicals to the supervisor. Follows established isolation precautions and protocols. Reports missing/illegible labels and SDS's to the supervisor. Adheres to fire, smoking, equipment and safety policies and procedures.

- Protects the residents and PMMA by not disclosing or using resident health information for any purpose other than treatment for the resident, payment and operations.
- Immediately notifies supervisor if a resident is leaving/missing from the Community.
- Values and respects the choices and preferences of residents and works to create attributes of home, with emphasis on person centered care.
- Upholds resident rights and confidentiality. Creates and supports a physical environment which is accessible and supports privacy, independence and comfort.

**Education, Experience, and/or Training:**

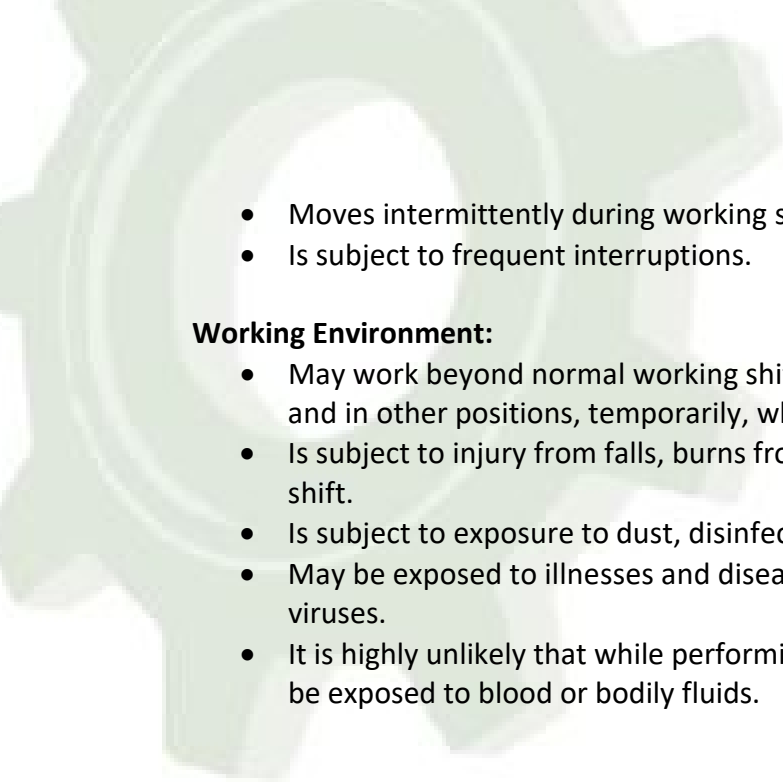
- Certified Nursing Assistant (CNA)
- High school diploma desired.
- One year experience in activities programs in a health care setting desired.
- Long term care experience desired.

**Skills and Abilities:**

- Must be able to read, write, speak and understand the English language.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must function independently when necessary, demonstrating flexibility, personal integrity and the ability to work effectively with the residents, staff and support agencies.
- Must possess the ability to deal tactfully with staff, residents, visitors, government agencies/personnel and the general public.
- Must be able to plan, organize, develop, implement and interpret the programs, goals, objectives, policies and procedures, etc., that are necessary for providing quality care.
- Must have patience, positive disposition and enthusiasm, as well as the willingness to handle difficult situations.
- Must be able to relate information concerning a resident's condition.
- Must not pose a direct threat to the health or safety of other individuals in the workplace.

**Physical or Mental Demands:**

- This position is classified as Medium Work for physical exertion requirements. Medium work involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds.
- Periods of prolonged sitting, standing, bending, stooping, squatting, reaching above, at or below shoulder level, kneeling, crouching and twisting may occur.
- Must meet the general health requirements set forth by the policies of this Community that may include a medical and physical examination.
- May be necessary to assist in the evacuation of residents during emergency situations.

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- Moves intermittently during working shift.
  - Is subject to frequent interruptions.

**Working Environment:**

- May work beyond normal working shift, and/or subject to call back, when necessary and in other positions, temporarily, when needed.
- Is subject to injury from falls, burns from equipment, odors, etc., throughout the work shift.
- Is subject to exposure to dust, disinfectants, chemicals and other air contaminants.
- May be exposed to illnesses and diseases, including Tb and the AIDS and hepatitis B viruses.
- It is highly unlikely that while performing the essential functions of this position you will be exposed to blood or bodily fluids.

**Application Instructions**

**Start Your Career Today!** Apply Online at <http://www.arkansacitypresbyterianmanor.org>.

