

<b>Job Description:</b> <b>Activities Assistant (ACTASST)</b>	<b>Department:</b> <b>Activities/Active Treatment Program</b>
<b>Approved by:</b> <b>William Giermak, CEO</b>	<b>Issued:</b> <b>February 9, 2007</b>

### **JOB SUMMARY:**

The Activities Assistant (ACTASST), working under the direction of the Active Treatment Coordinator (ATC), is responsible for providing evening activities for the Home's residents. The ACTASST is also responsible for facilitating a smooth transition from school to the evening program, interacting with and receiving updates on each resident from the school staff.

### **RESPONSIBILITIES:**

1. Report to assigned classroom promptly and participate actively in the school-to-evening program transitional period.
2. Review with the school staff the condition of the classroom and equipment. Report any irregularities to the ATC immediately.
3. Complete the Transitional Checklist kept in the binder in each classroom. This binder will be reviewed by the ATC and the school Principal weekly or as needed. Before the school staff leave the classroom, each resident's location and position should be clearly indicated and verified by the ACTASSTS.
4. Provide appropriate supervision and interaction to all children at all times.
5. The ACTASST shall not leave the classroom without leaving appropriate staff to care for the residents.
6. In the event that the ACTASST needs to leave the classroom for a resident-related task, the ACTASST should make sure the children remain supervised adequately at all times.
7. Insure that residents are fed properly and on time.
8. Pay attention to each resident to make sure they are appropriately involved in the evening program activities.
9. The ACTASST must be familiar with and always act in support of each resident's active treatment plan.
10. Incumbent shall assist as necessary in toileting and making sure the children are clean, dry, and unsoiled at all times.

11. ACTASST is responsible for providing a variety of opportunities for social interaction between residents, visitors, and staff members throughout the evening.
12. Become familiar with, support, and complete data collection sheets to include behavioral management component of the residents' active treatment plan, sleep stats, INO, or others as assigned.
13. From time to time accompany children on outings or other special activities that take place outside St. Mary's Home.
14. Perform all tasks and interactions in a positive and professional manner that reflects cooperation and respect for residents, visitors, and co-workers.
15. Must abide by all written policies and procedures as outlined in St. Mary's Home for Disabled Children Policy and Procedure Manuals.
16. Report all accidents or injuries immediately to the Charge nurse or the Unit Coordinator and complete an Event Report on a timely basis.
17. Must attend and actively participate in all mandatory training sessions.

**CONDUCT:**

1. Complies with attendance and punctuality policies
2. Works well with others
3. Uses time appropriately
4. Attire is appropriate for job
5. Is respectful and courteous to other staff
6. Is respectful and courteous to visitors
7. Follows instructions with a positive attitude
8. Complies with all policies and procedures

**PHYSICAL REQUIREMENTS:**

1. Must be able to sit and stand for variable lengths of time.
2. With or without required equipment (dependent upon the weight of the child, must be able to use proper procedures to safely lift residents to reposition them, place them in chairs, etc.
3. Must wear approved attire for this position (refer to dress code policy).
4. Must wear company-issued ID badge at all times.

**EDUCATION:**

1. High school diploma or GED. Some post-high school study preferred.
2. Applicants and incumbents must be able to read moderately complicated instructions, information, and other material related to proper resident care or employment at St. Mary's.
3. Must use proper grammar and punctuation when writing information about resident behavior, reporting an accident or injury, or other forms of written communication.

**OTHER REQUIREMENTS:**

1. Must maintain regular and punctual attendance.
2. On an "as needed basis" must be willing to assist the Housekeeping Department in maintaining a clean and tidy classroom.
3. Must understand and insure that the functions of the Activity Assistants and the school staff coordinate with and compliment each other. The classroom belongs to St. Mary's. Creations, artwork, announcements, etc., placed by school staff in the Classrooms are to be removed only by school staff. Additionally, creations, artwork, announcements, etc., place by the Activity Assistants are to be removed only by the Activity Assistants.
4. In the event that a special event or activity will require additional wall space, counter space, the appropriate party will be asked before removing or moving any items.

My signature below indicates that I have read and understand the information contained in this job description and that I am capable of and understand that I must perform the essential functions of this job.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Active Treatment Coordinator