



CAREER OPPORTUNITY

Job Title: Activities Director
FLSA Status: Full Time/Non Exempt
Reports To: LTC Director
Location: Long Term Care
Number of Openings: 1

Pershing General Hospital is an Equal Opportunity Employer & Drug and Alcohol Free Workplace

All PGH positions are Safety Sensitive

POSITION OVERVIEW

The activities director coordinates and participates in the department services to ensure that activity programs are appropriate for the needs, interests, and abilities of each Long-Term care Resident, and encourages self-care, resumptions of normal activities, and the maintenance of each residents functioning and well-being.

QUALIFICATIONS

Certified Nursing Assistant license within six months of hire.
Activities Certification during employment.
Manual dexterity and physical agility to operate all equipment and supplies required to conduct resident activity programs.
Utilizes safe body mechanics to ensure patient and caregiver safety.
Possesses current driver’s license and good driving record.
Basic Cardiac Life Support Certification.
Assigns, instructs, and directs the work of Activity Aides, Volunteers, and monitors and evaluates work performance.

ESSENTIAL FUNCTIONS

Exhibits behaviors that are consistent with the Mission, Philosophy, and Values of Pershing General Hospital and Nursing Home as well as the culture and objectives of Pershing General Hospital and Nursing Home. All employees are expected to work as needed in providing health and wellness services in the communities within Pershing General Hospital and Nursing Home.

Demonstrates effective skills with the communication, organization and management of assigned work. Participates in the budget process for the department.

Accountable for the ethical and legal responsibilities related to their scope of practice.

Coordinates and assist Residents with activities and special programs to motivate and stimulate their interests.

Submits all clinical documentation timely, accurately, and completely within established time frames and by established deadlines.

Identifies and takes the initiative in expanding own knowledge base and knowledge base of facility staff.

Participates in the facility’s Quality Improvement/Quality Assurance program.

Directs, supervises and evaluates Activity Aids, and coordinates facility volunteer services and community resources.

Other responsibilities and duties as assigned on occasion, based upon PGH need or requirements.

Wears identification while on duty. Adheres to dress code, appearance is neat and clean. Completes annual education requirements. Maintains regulatory requirements, including all state and federal regulations. Maintains and ensures patient confidentiality at all times. Reports to work on time and as scheduled. Attends annual review and performs departmental in-services. Works at maintaining a good rapport and a cooperative working relationship with physicians, departments and staff. Represents the organization in a positive and professional manner. Attends committee, QI and management meetings, as appropriate. Ensures compliance with policies and procedures regarding department operations, fire, safety, and infection control. Complies with all organizational policies regarding ethical business practices.

Demonstrate the ability to work with patients in the age group specific to the environment of care as necessary. Depending upon the environment of care, the following age groups are considered: young adult (19 to 29 years old); adult stages (30 to 60 years old); and older adult (61 years and older).

How to Apply

Completed applications may be submitted to Human Resources, Lola Montes, Human Resources Director – lmontes@pershinghospital.org
Qualified individuals being considered will be contacted for an interview.