

PACIFIC RETIREMENT SERVICES
Rogue Valley Manor
JOB DESCRIPTION

Department: Recreation

Incumbent:

Position: Recreation Assistant

Reports to: Recreation Director

In the following job description:

E = Essential job duties

N = Non-essential job duties

POSITION PURPOSE:

Assists the Recreation Director in administering all recreational programs in the Health Care Center, Residential Living and Independent Living. Support volunteers, assists in program planning, conducts fitness programs, leads activities, and ensures accurate charting of activities for State compliance.

SPECIFIC RESPONSIBILITIES:

- E Conducts activities in the Health Care Center, Residential Living and Independent Living Areas.
- E Conducts and coordinates in-room programs with residents.
- E Complies with safety standards.
- E Assures maximum participation at all programs by conducting exercise classes that will motivate residents.
- E Aids in creating individual fitness programs for residents and staff.
- E Ensures accurate daily charting of all Health Center patient activities to assure State compliance.
- E Responsible for the proper care and use of supplies and equipment.
- E Responsible for all off campus bus excursions for Health Center and Residential Living residents.
- E Works with Recreation Director in creation and production of promotional literature.
- E Aids in creating and administering activity goals.
- E Attends resident care plan meetings as required.
- E Attends conferences and meetings in the Recreation field.

N Makes sure the fitness areas are neat and tidy at the conclusion of programs.

N Other duties assigned.

JOB SPECIFICATIONS:

Hours:

To be assigned.

Knowledge:

Employee must have a thorough knowledge of nursing care activities, and a good knowledge of physiology and anatomy to assist residents in their programs, usually the result of higher education or 2 - 3 years of experience in the field.(E) Must have knowledge of fitness room equipment and exercise machines and the proper use thereof to successfully and safely assist residents.(E) Must be familiar with all state policies and regulations regarding Health Center operations.(E) Must possess a valid Oregon driver's license, and be insurable by Manor's insurance carrier.(E)

Independent Judgement:

Incumbent must be able to use good judgement (E) and work independently toward goals as defined by the Recreation Director.

Relations with Others:

Job role requires substantive interaction with residents and staff. Interaction on occasion will include family members, trustees and outside community members dealing with resident issues. Requires a high level of tact, persuasion and judgement.

Working Conditions:

Moderate to heavy physical conditions.(E) On feet most of the time. Involves walking, bending, stooping, twisting, reaching, jumping, handling and fingering.(E) Involves pushing and pulling of residents in wheelchairs over 50 lbs.(E)

Safety:

All employees are responsible for complying with facility safety policies and procedures and shall take the necessary measures to ensure a safe environment for oneself, co-workers, and patients/residents, and visitors.

Bloodborne Pathogen Job Classification:

Category I

HIPAA Requirement:

Minimal

Impact of Actions:

Actions affect the welfare and safety of residents involved in activities and fitness programs.

Supervisory Responsibility:

Supervision (E) of Recreation Leaders and volunteers.

Acknowledgment:

I understand and acknowledge that this job description/job analysis sets forth the basic tasks and duties of the job identified and shall not be considered a detailed description of all job requirements that may be needed to perform the job. Rogue Valley Manor needs may necessitate performance of multiple other tasks, duties and responsibilities, including, but not limited to, assuming the responsibilities of other positions in order to deliver a high quality of service.

I further understand and acknowledge that Rogue Valley Manor reserves the right to revise and/or change job duties and responsibilities as needed.

Employee Signature

Date

9/06 cg

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MATERIALS HANDLING			EFFORT			LEGEND:					
Essential for job	Frequency of Activity	Comments	Sustained	Repetitive	Essential (Ess): Essential for job. Frequency (Freq): Based upon 1 hour of work or a % of day						
Lifting 0-10# from 30" to 64"	X	Rare-occas	Buoys, chairs, noodles, light weights	NA	1-3x/hr	Freq.	% of day		# of times per hour		Min. per hour
Lifting 11-25# from 4" to 42".	X	Rare	Volleyball poles	<1 min	1-5x/wk	Rare	1%	or	1x	or	6-12 min/hr
Lifting 26-75# from 38" to 60"	X X	Rare Rare	Help w/ pool rescue, Case of champagne, beer keg	<3-5 mins <1 min	<1-x/year 1-2x/wk	Occasionally	2-33%	or	Up to 20x	or	Up to 20 min/hr
Carrying 0-10# 5-50 feet	X	Rare-occas	Buoys, light weights, chairs, noodles	NA	1-3x/hr	Frequently	34-66%	or	21-120x	or	Up to 40 min/hr
Carrying 11-25# 5-50 feet	X	Rare	Assist w/floating	1-2 mins	1-5x/wk	Constantly	67+%	or	>120x	or	>40 min/hr
Carrying 26-75# 5-10 feet	X	Rare	Help w/pool rescue	1-2 mins	<1x/year	Effort: List actual measurement in seconds or minutes per event.					
Pushing 5-50# of force, 5-500 ft	X	Rare-occas	Open doors; Transport or transfer resident in WC; Wheeled cart, hand truck	<1 min < 1 min 1-2 mins	1-2x/year 1x/wk 3x/wk	Weight/Force: Actual weight or force, measured in foot/lbs.					
Pulling 5-50# of force, 5-40 ft	X	Rare	Pull hose; Transport resident in WC	1-2 mins	3x/wk 1x/wk	ENVIRONMENTAL FACTORS					
Reaching: above shoulder to 84". (# of inches)	X	Rare	Open/close blinds Teach fitness classes	30 secs	1-2x/day 6x/hr	Time Spent:	5-15%	Outside <input checked="" type="checkbox"/>	Inside <input checked="" type="checkbox"/>	Comments:	
Reaching: to floor level	X	Rare	Volleyball poles, lane lines, realign floor mats	<1 min	3-4x/hr	Temperature:		Normal <input checked="" type="checkbox"/> Heat <input checked="" type="checkbox"/>	Temp Change <input type="checkbox"/> Cold <input type="checkbox"/>	Comments:	
Grasp/Power or trigger grip:	X	Rare	Wind lane lines		1-3x/day	Humidity:		Normal <input checked="" type="checkbox"/>	Wet/ <input checked="" type="checkbox"/>	Dry <input checked="" type="checkbox"/>	
Pinch:	X	Occas	Writing		20 mins/hr	Atmosphere:		Dust <input type="checkbox"/> 1x/yr Odor <input checked="" type="checkbox"/>	Fumes <input checked="" type="checkbox"/> 1x/wk nail polish	Gas <input type="checkbox"/>	
Fine Manipulation/ Dexterity:	X	Occas	Writing		20 mins/hr	Hazards:		Mechanical <input type="checkbox"/>	Electrical <input checked="" type="checkbox"/>	Burns <input type="checkbox"/>	
POSITIONAL ACTIVITIES	Essential for job	Frequency of Activity	Comments	Sustained	Repetitive	PPE Req.:		Ear Plugs <input type="checkbox"/> Footwear <input type="checkbox"/>	Safety Glasses <input type="checkbox"/> Gloves <input type="checkbox"/>	Coveralls <input type="checkbox"/> Other: Swim suit	
						Surfaces:		Slippery <input checked="" type="checkbox"/>	Uneven <input checked="" type="checkbox"/>	Other:	
						Sustained		# of min 0	Intensity	Other:	
						Vibration:					
						Sensory Req.	Ess	Freq.	Sensory Req.	Ess.	Freq.
						Speaking	X	Freq-const	Touch	NA	
						Hearing	X	Const	Taste	NA	
						Vision	X	Const	Smell	NA	
						Color Discrim.	X	Const	Balance	X	Occas
						Reaching behind body	X	Rare	Teach fitness classes	5-10 min	6x/wk
Repetitive front to side arm movement	X	Rare	Teach fitness classes	5-10 min	6x/wk	Rogue Valley Manor/Pacific Retirement Services Job Analysis – Recreation Assistant/Lifeguard					
Keyboarding/10-key	X	Rare	Record fitness program	1 hr	2x/wk	<i>Pam Amos, PT, CEEs</i> 4/6/06 License #3472					
Impact to palm/hand	X	Rare	Play volleyball with residents	1 hr	1x/wk						