

MEDINA COUNTY COMMISSIONERS

Job Description RECREATION AIDE COUNTY HOME



SUMMARY

The recreation aide reports directly to the hospital aide coordinator. Plans and facilitates activities for residents appropriate to their physical and mental conditions. Promotes activities. Maintains records. Maintains good public relations. Cleans and organizes activities area. Performs related work duties as needed.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Promotes a diversified and meaningful activities program for the residents appropriate to the patients' physical and mental condition. Encourages the residents participation. Motivates residents in new activities approved by the superintendent. Answers questions about the activities and provides information. **Time spent: 20%**
- II. Facilitates a meaningful activities program in line with the residents' interests, abilities and needs. Coordinates, plans, implements and schedules programs, activities and projects. Follows County Home and federal, state and local government policies. Evaluates operations and activities. Recommends improvements and modifications. Plans, coordinates, implements and evaluates special events and activities. Supervises residents during activities. **Time spent: 40%**
- III. Maintains all activity records and reports as mandated by County Home or local, state or federal regulations or according to the superintendent. Prepares a monthly report for the commissioners. Keeps agenda of residents attending the activities. **Time spent: 20%**
- IV. Acts as a representative of the County Home in social affairs and maintains good public relations in the community. **Time spent: 10%**
- V. Maintains activities area in a clean and orderly condition. Helps out with related activities throughout the County Home. **Time spent: 10%**

Class Title / Position Number of Position(s) Supervised:

None

Department Director: _____ Date: _____

Human Resources: _____ Date: _____

Appointing Authority: _____ Date: _____

Class #: _____ Class Title: _____ Division: _____
Unit: _____ Normal Working Hrs : Fr _____ to _____ Position Control #: _____
County of Employment: _____ Working Title: _____ Pos # & Title of Supervisor: _____

	KNOWLEDGE ▲ SKILLS ▲ ABILITIES	PRINCIPLE DUTIES
Knowledge:	<ul style="list-style-type: none"> (1) Federal, state, and local laws and regulations; (2) County Home policies and procedures; (3) Typing and use of other office equipment; (4) Planning activities; (5) Scheduling; (6) Geriatric patients' interests and abilities; (7) Physical and mental medical conditions; (8) Public relations; 	<p>Maintains all activity records and reports as mandated by County Home or local, state or federal regulations</p> <p>Helps out with other related activities</p> <p>Coordinates, plans, implements and schedules programs</p> <p>Promotes a diversified and meaningful activities program appropriate of the patient's physical and mental conditions</p> <p>Maintain good public relations</p>
Skills:	<ul style="list-style-type: none"> (9) Write reports; (10) Communication; (11) Imagination; (12) Initiative; (13) Friendliness; (14) Basic cleaning skills; 	<p>Maintains all activity records and reports</p> <p>Coordinates and plans programs services</p> <p>Motivates residents to be involved in new activities</p> <p>Maintains activities area in a clean and orderly condition</p>
Ability:	<ul style="list-style-type: none"> (15) Plan, administer and evaluate work programs and schedules; (16) Work with and supervise geriatric patients; (17) Walk, sit, and stand for periods of time; (18) Use hands, arms and fingers; (19) Lift 50-100 pounds; (20) Be patient; (21) Be creative 	<p>Coordinated, plans, implements and schedules program services</p> <p>Supervises residents during activities</p> <p>Implements program services</p> <p>Lifts patients</p>

MEDINA COUNTY POSITION DESCRIPTION ADDENDUM

MINIMUM CLASS REQUIRMENTS

- 1) Graduate from high school or equivalent
- 2) Ability to communicate and work closely with geriatric patients

COMPETENCIES / ESSENTIAL FUNCTIONS / UNUSUAL WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Ability to effectively present information
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to solve practical problems
- Regularly required to talk or hear; use of hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.
- Physical activity includes standing, walking and sitting throughout the day
- Ability to lift 50-100 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

MAJOR WORKER CHARACTERISTICS

- Ability to use whole numbers, understand systems and procedures.
- Knowledge of County Home policy
- Ability to work closely with geriatric patients
- Knowledge of public relations
- Knowledge of different medical problems
- Knowledge of planning and supervising activities
- Good communication skills