

DUTY STATEMENT

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 575-363-8319-003	Date:
Class: Activity Coordinator (SNF)	Name:
Under the direction of the Supervising Rehabilitation Therapist, the Activity Coordinator is responsible for the planning, coordination and implementation of the activity programs for skilled nursing residents, and performing other duties as assigned. Activities shall be provided on a daily basis and shall be designed to meet, in accordance with the comprehensive assessment, the residents' physical, intellectual, emotional, spiritual, cultural and social needs and interests.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
25%	Develop, implement, lead and monitor large group and small group activities designed to meet the needs and interests of the veteran resident population which include but are not limited to: social activities, indoor and out-of-doors activities, recreation activities, facility outings, religious programs, opportunity for resident involvement in the planning and implementation of the activity program, creative and expressive activities, educational activities, and exercise activities. Design and distribute attractive and well-balanced monthly Activity Calendars. Drive on outings. Coordinate volunteer participation in the activity program with Volunteer Services
15%	Conduct initial activity assessments including gathering information regarding the resident's background, interest, leisure, preferred lifestyle, abilities, physical and cognitive limitations and needs which shall serve as the base from which the individual activity program is developed.
10%	Design and provide individualized one-to-one interventions designed to meet the resident's individualized needs and enhance or maintain strengths.
10%	Document the individual activity assessment, Minimum Data Set (MDS), and activity plan using the appropriate assessment forms to be found in the medical record, completing the activity plan within the required time after admission.
5%	Participate and assist in the completion of the comprehensive inter-disciplinary assessment and plan of care, and in ongoing care plan review processes. Attends Resident Care Conferences and provides verbal and written input to the care plan.
5%	Maintain timely progress notes specific to the residents' activity plans, recording at least quarterly in the medical record and more frequently when appropriate.
5%	Perform annual activity assessment revisions/annual progress notes and annual activity-related MDS reassessments in a timely manner.
5%	Develop appropriate records that indicate Resident's attendance and participation in the program with reference to Resident response to the program. Write, maintain, and ensure proper filing of required documentation with timeliness and accuracy.
5%	Attend and actively participate in staff meetings, designated committee meetings, and Interdisciplinary Team (IDT) meetings and Resident Care Conferences.
5%	Oversee activity volunteers and track volunteer hours for monitoring by Volunteer Services.
5%	Develop a method to implement programs within a designated budget allocated for the department. Retain records of expenditures in an organized manner.

NON-ESSENTIAL FUNCTIONS	
5%	Other duties as required.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS						
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More	
VISION: Observe residents, monitor behaviors, lead activities (bingo, crafts, movies).					X	
HEARING: listen to resident concerns/questions, converse with co-workers, telephone.					X	
SPEAKING: Communicate with staff, residents, and the public in person and via telephone. Interact in meetings..					X	
WALKING: Throughout hallways, transport residents, during outings.				X		
SITTING: During most activities, at desk & computer, while completing paperwork.				X		
STANDING: While preparing for an activity			X			
BALANCING:		X				
CONCENTRATING: Lead current events groups, complete various types of documentation, lead resident outings.					X	
COMPREHENSION: Understand needs of residents, policies & procedures.					X	
WORKING INDEPENDENTLY: Must be able to work alone without much guidance throughout most days.					X	
LIFTING UP TO 10 LBS:				X		
LIFTING 10-25 LBS:		X				
LIFTING 25-50 LBS:		X				
FINGERING: e-mails, phone calls		X				
REACHING: pass out activity handouts, newspapers, assist residents across a table.			X			
CARRYING: activity supplies, paperwork				X		
CLIMBING:		X				
BENDING AT WAIST:		X				
KNEELING: gather supplies in cabinets		X				
PUSHING OR PULLING: push wheelchairs, activity cart					X	
HANDLING:		X				
DRIVING: during resident outings		X				
OPERATING EQUIPMENT: computer, copier, telephone.			X			
WORKING INDOORS:					X	
WORKING OUTDOORS: during outings and occasionally during activities. Many supplies kept outdoors.		X				
WORKING IN CONFINED SPACE: Shared office space with 3 other staff, closet, supply room.		X				

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____