

**DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

PART A	
Position No: 573-320-8319-002	Date:
Class: Activity Coordinator	Name:
<p>Under professional supervision of the Supervising Rehabilitation Therapist; the Activity Coordinator provides a comprehensive schedule of activities for residents to meet their social, educational, physical, cognitive, cultural, and spiritual needs. This position works in areas assigned by the supervisor.</p>	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
45%	Plan, coordinate, and conduct activity programs that meet the residents' needs, Title 22, and OBRA mandates for residents in the Veterans Home. Facilitation of these activities may include assisting residents in translocation, (i.e., pushing wheelchairs, assisting those with vision, and or ambulatory difficulties), organizing equipment and supplies. The incumbent will prepare, set up, and assist with adult educational classes.
20%	Documentation: Assist the Interdisciplinary Team by providing input on initial assessments of new admissions. Provide input on patient assessment and make recommendations to Interdisciplinary Team on individualized planned scheduled treatment for residents. Track daily attendance and record progress towards goals in quarterly notes per regulations, in a timely manner. Participate in Interdisciplinary Team Conferences as needed.
10%	Plan and coordinate with other departments to facilitate programs. Develop and maintain appropriate contact with community resources. Coordinate, direct, and instruct volunteers, adult education presenters, and others who provide group and special events.
10%	Attend and participate in weekly staff meetings and facility required trainings. May be assigned to committees.
10%	Request and maintain equipment and supplies.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

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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: View computer screen; prepare various forms, memos, reports, letters, and proofread documents. Need to evaluate resident's facial and body expressions.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information. Must hear residents, meetings.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings; lead activities.				X	
WALKING: Within the home to various units.			X		
SITTING: Work station; meetings; training.			X		
STANDING: Review records; lead activities, groups.			X		
BALANCING: Climbing ladders, traversing uneven terrain and stairs, stooping to assist residents.			X		
CONCENTRATING: Review documentation for accuracy; complete forms; research laws, rules and processes; review IDP's, meetings; assessments.					X
COMPREHENSION: Laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of team work.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance. Initiation, provide leadership, coordinate events.				X	
LIFTING UP TO 10 LBS: Activity supplies.				X	
LIFTING 10-25 LBS: Activity supplies.			X		
LIFTING 25-50 LBS: Activity carts, BBQ's, canopies, tables and chairs, A/V equipment.		X			
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.				X	
REACHING: Answer telephone; use a mouse; retrieve documents from printer; storing supplies, assisting residents.				X	
CARRYING: Charts, equipment, supplies.			X		
CLIMBING: Stairs; safety ladders.			X		
BENDING AT WAIST: Assisting residents.			X		
KNEELING: Assisting residents; lifting.			X		
PUSHING OR PULLING: Open and close file drawers; moving activity carts, BBQ's, wheelchairs.				X	
HANDLING: Supplies, equipment.		X			
DRIVING: Special events; shopping.		X			
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine, A/V equipment.			X		
WORKING INDOORS: Enclosed office environment; meetings; activities.					X
WORKING OUTDOORS: Special events; activities; events; community outings.			X		
WORKING IN CONFINED SPACE: File, supply, storage rooms, buses; etc.		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 _____