

# PACE of Southwest Michigan

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## Job Summary and Specifications

**Job Title:** Activity Coordinator  
**Status:** Exempt  
**Type of Position:**  Full Time     Part-Time     Temporary  
**Salary Range:** TBD  
**Reports to:** Day Center Supervisor

**Job Summary:** The Activity Coordinator is responsible for the coordination and planning of the therapeutic and recreational activities across the functional and cognitive continuum for the participants of the program. Works under the direct supervision of the Center Manager or designee but is independent in the application of advanced recreational activities knowledge and skills.

## Specifications

**Education:** BA from an accredited college with a recreation degree or equivalent combination of training and/or experience with special populations. Certified dementia practitioner preferred.

**Experience:** Minimum 1 year experience in social or recreational program providing and coordinating services for a frail elderly population within the past 5 years.

**Number and Type of Employees Supervised (optional):** None

**Licensure, Registry or Certification Required:** If licensed or certified, must possess a current, unencumbered, active license/certificate to practice in the State of Michigan. Valid MI driver's license preferred. Possess current CPR certification by AHA or willing and able to obtain as offered by PACE of Southwest Michigan.

**Special Training:** Only acts within the scope of his or her authority to practice. Meet a standardized set of orientation and/or individual competencies for the specific position description established by PACE of Southwest Michigan and approved by CMS before working independently.

**Immunizations:** Be medically cleared for communicable diseases and have all immunizations up-to-date before engaging in direct participant contact

**Specific Requirements and Considerations:** May be subject to exposure and handling of infectious waste, diseases, conditions or hazardous chemicals, etc., including potential exposure to TB, AIDS, and/or Hepatitis B.

**Ages of Patients Rendered Care:**

Neonate/Infant     Early Childhood     Adolescent     Adult     Geriatric     All Age Groups

**Key Responsibilities:** (\*denotes an age-related skill or task)

- Conducts an initial assessment and scheduled reassessment of all participants, minimally every 6 months and assessment must be completed prior to scheduled team conference. Communicates participant changes with team members.
- Develops specific therapeutic programs to include recreational and social activities across cognitive and functional continuum to promote and maintain the physical, mental and social well-being of participants.
- Records, signs and dates progress reports in the participant's medical record.
- Develops, implements and supervises activities accounting for physical and mental impairments and other special needs.
- Plans and provides both group and individual activities, including community outings and special events.

- Communicates with placement facilities. Assesses participant activity and involvement and works with facility staff.
- Plans and implements activities for dementia specific participants.
- Create monthly and daily calendar informing participants and staff of daily activities.
- Participates as a member of the Interdisciplinary Team. Attends staff meetings and takes part in participant care planning. Communicates any changes in participant condition to team members.
- Assist in coordinating, training and maintaining volunteers.
- Builds within the Center a sense of community and a warm social atmosphere in which participants are able to identify a support system.
- Demonstrates active participation in Quality Assurance processes.
- Coordinates with various community resources.

### Skills and Knowledge

- High level of autonomy is required for clinical and management decisions while reporting to Center Manager.
- Excellent attention to details.
- Excellent organizational skills.
- Excellent verbal and written communication skills.
- Ability to work a flexible work schedule.
- Knowledge of physical, mental and social needs of frail older adults.
- Effective skills in physical assessment and chronic disease management for frail older adults.
- Able to work within the Interdisciplinary Team (IDT) setting.
- Able to utilize basic computer skills in the workplace.

### Physical Demands

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.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit and use hands and fingers, handle or feel objects, tools or controls. The employee is occasionally required to stand and walk. The employee must be able to travel in all kinds of weather.

While performing the duties of this job, the employee is required to frequently move up to 50 pounds and perform physical demands expected while providing medical care for an elderly population. Specific vision abilities required by this job include close vision, distance vision and the ability to focus.

**Every effort has been made to identify the essential functions of this position. However, this in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.**