

# LB Homes

## Activities Assistant

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Department: Activities

FLSA Status: Non-Exempt

Grade/Level:

Job Type:

Work Schedule:

Day and evening hours. Weekend and holiday rotation.

Job Status:

Reports To: Activity Director

Amount of Travel Required: Less than 5%

Positions Supervised: None

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### POSITION SUMMARY

Conduct recreation activities with individuals and groups in resident care setting. Organize and promote activities based on resident assessments and interests.

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### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

- Follow policies and procedures of facilities to ensure resident well being and safety.
- Follow schedules, task listings and assignments given by the activity director.
- Organize, lead, and promote interest in activities.
- Communicate with resident's significant others to encourage their involvement and assistance in enriching their lives.
- Conduct individual and group activities according to resident's interests and abilities.
- Ascertain and interpret individual and group interests, evaluate equipment and facilities, and adapt activities to meet participant needs.
- Evaluate resident response to activities and services to determine if they are producing desired results of enriching their lives.
- Provide for entertainment and set up/take down related decorations and equipment.
- Accompany and supervise residents on community outings.
- Document resident participation in activities as required or assigned.
- Excellent verbal, reading and written communication skills are essential to perform job duties.

## POSITION QUALIFICATIONS

### Competency Statement(s)

- Integrity - Always do what is right.
- Compassion - Open your heart and show you care.
- Dedication - LB Homes can count on you.
- Team Work - Help each other make it happen.
- Customer Service - Know the need and meet it.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Creative - Ability to think in such a way as to produce a new concept or idea.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Motivation - Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Reliability - The trait of being dependable and trustworthy.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Enthusiastic - Ability to bring energy to the performance of a task.
- Adaptability - Ability to adapt to change in the workplace.

## SKILLS & ABILITIES

Education: High School Graduate or General Education Degree (GED): Required

Experience: None

Computer Skills: Basic skills to assist residents with computer use and to document in software programs and Electronic Health Record used in the facility.

Certifications & Licenses: Current MN Nursing Assistant Registry status or ability to do task.  
**Current driver's license.**

## PHYSICAL DEMANDS

N (Not Applicable)	Activity is not applicable to this position.
O (Occasionally)	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Position requires this activity more than 66% of the time (5.5+ hrs/day)

### Physical Demands

Stand	C	Lift/Carry	
Walk	C	10 lbs or less	F
Sit	O	11-20 lbs	F
Manually Manipulate	C	21-50 lbs	O
Reach Outward	F	51-100 lbs	N
Reach Above Shoulder	O	Over 100 lbs	N
Climb	O	Push/Pull	
Crawl	O	12 lbs or less	F
Squat or Kneel	F	13-25 lbs	F
Bend	F	26-40 lbs	O
		41-100 lbs	O

### Other Physical Requirements

- Vision (Near, Distance, Color, Peripheral, Depth)
- Sense of Sound - spoken word, resident alarms
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) - gloves, masks, goggles, gowns

## WORK ENVIRONMENT

Indoor and outdoor spaces of geriatric care setting.

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Employee  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.