

## ACTIVITES ASSISTANT

Upscale North Valley Retirement Community seeking a Full Time Activities Coordinator who has previous experience in an Assisted Living environment. Under general supervision, assists in the programming, promotion and supervision of residents.

The Terraces of Phoenix is a continuing care retirement community (CCRC) that offers a vibrant residential lifestyle complemented by a full continuum of care that includes assisted living, skilled nursing and memory care if needed, delivered right here on campus.

We are accredited by CARF-CCAC – an independent, nonprofit organization – assuring residents and their families that our community meets strict national standards that less than 1 in 5 of all CCRCs in the country achieve.

Our commitment to quality is a reflection of our manager, ABHOW, a trusted nonprofit organization of retirement communities who since 1949 has been enhancing the independence, well-being and security of older people through the provision of housing, health care and supportive services. Guided by a mission, ABHOW has consistently shown profound respect for the spirit, curiosity and diversity of the seniors they serve. Known for stability, integrity, ethical behavior, and for pioneering leadership in the senior living industry, ABHOW helped establish the now widely accepted model of the continuing care retirement community.

One to two years' experience in activity programming, working with elderly in long term care Facility desirable; high school diploma; state approved activity professional's course desirable, or any equivalent combination of education and experience which provides the required skills, knowledge and abilities.

To become part of our team, email resume to [cpaulsen@abhow.com](mailto:cpaulsen@abhow.com) or apply in person at 7550 North 16th Street Phoenix AZ 85020 Monday -- Friday 8am -- 5pm at our Administration Bldg.

### ESSENTIAL FUNCTIONS

- Makes visits to residents' rooms in order to schedule activities;
- Assists in promoting and leading activities; explains the activities and programs to the residents and
- their families as necessary;
- Leads and instructs the activities for residents; stimulates and develops interest in the activities by
- organizing and participating in games, sports, arts and crafts, exhibits, and social activities;
- Plans and arranges the setup of programs;
- Interacts with residents and their families in order to give direction and lead groups;
- Instructs and assigns work for volunteers and outside resources;
- Transports residents to and from activities in wheel chairs;
- Charts bedside visits and general attendance of programs;
- Coordinates and implements in-room programs for bedfast and those not desiring to participate in group programming;

- May attend interdisciplinary team meetings;
- May participate in care plan meetings;
- Attends in-service training workshops and meetings as required;
- Conducts work tasks safely and in compliance with the facility safety program;
- Provides effective and courteous service to all residents, guests and co-workers;
- Promotes and protects the rights of each resident;
- Performs other related duties as required.

*Physical Requirements:*

- Ability to operate a variety of audio visual, crafts and recreational equipment and tools, such as movie projector, tape players, microphones, VCR, kiln, sewing machine, cooking equipment and television sets;
- Ability to coordinate movements of fingers and hands in crafts activities, and movements of arms, legs, feet and hands in transporting residents in wheelchairs, playing sports, working on crafts projects and exercising in an exercise class;
- Must be physically able to exert a considerable amount of force occasionally to lift and/or carry weights of patients in positioning and transporting them
- Ability to exert a moderate amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.