

JOB DESCRIPTION

Activity Manager

POSITION SUMMARY

The **Activity Manager** administers a comprehensive activity program to meet the needs of long-term care residents, developing and managing a well-rounded, center-wide social program schedule. As part of NDHC's leadership team, the Activities Manager provides strategic input, supervises and motivates staff, supports NDHC growth, and represents NDHC internally and externally.

POSTION DETAILS

Classification: Exempt

Supervised by: CEO

Supervisory Responsibilities: Activity Assistants

ESSENTIAL FUNCTIONS

- Assess and document residents' abilities, interests, and needs.
- Plan and prepare recreation and leisure programs to meet the needs of residents in the long-term skilled nursing unit and patients in swing-bed.
- Provide patients'/residents' families with information and resources related to leisure activities.
- Compile monthly activities and social program calendars and distributes to staff, residents and families.
- Develop care plans and ensure compliance; attend resident care plan meetings and other meetings as necessary.
- Assure all activities conform to federal, state and local accreditation and licensing agencies or organizations.
- Manage department staff, setting work schedules to meet department needs, tracking time and attendance, reviewing and approving times records and leave requests, and addressing staff performance matters.
- Coordinate and manage volunteer program to include recruiting volunteers, scheduling, providing orientation, and regularly communicating with volunteers to maintain engagement.
- Maintain activities records, accurately recording participation, and documenting for MDS
- Develop and manage program budget
- Collaborate with providers and coworkers in a team environment

ESSENTIAL SKILLS/KNOWLEDGE

- Self-motivated and energetic
- Excellent resident/patient care skills
- Knowledge of computer systems to include Microsoft Office; experience with medical records system preferred
- Excellent verbal and written communication skills
- Attentive to detail

REQUIREMENTS

- Extended periods of standing and walking on tiled surfaces
- Lifting, positioning, pushing and/or transferring patients
- Frequent reaching, stooping, bending, kneeling, and crouching
- Complete NDHC annual trainings and/or in-services
- Attend mandatory staff and/or department meetings
- Occasional evening/weekend/holiday hours; occasional overnight travel
- Abide by NDHC policies and state and federal regulations

EDUCATION/EXPERIENCE

Required: 2 years of experience in a social or recreational program within the last 5 years

Preferred: Qualified occupational therapist or COTA; completion of state-approved training course or eligibility for therapeutic recreation specialist certification

TO APPLY

Submit a completed online application along with a cover letter and resume by July 13 at ndhc.net/careers.
Contact the Human Resources Manager at 701-587-6060 for assistance or for questions about this opportunity.