

**SEQUOIA SENIOR LIVING
JOB DESCRIPTION**

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| | Job Title: Activity Assistant – CA |
| FLSA Status: Non-Exempt | Department: Activities |
| Date Reviewed: 3/3/18 | Prepared by: BOD |

SUMMARY

The Activity Assistant is responsible for ensuring safe driving of the community's van and supervision of the residents during property outings. The Activity Assistant will also assist carrying out activities within the property, as assigned. **Reports to:** Activity Director or Executive Director

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities described below are representative of those an employee encounters while performing the basic functions of the position. While every effort has been made to identify the essential functions of the position, it 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. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

1. Operate property vehicle/van safely for daily outings and medical appointments.
2. Assist with the safe loading of property residents' on to and off of property vehicle/van.
3. Follow all state and federal laws when operating the vehicle/van. Comply with standards and processes of vehicle/van inspection and driving.
4. Act as a member of the activity staff when on outings and within the community.
5. Participate in daily outings with the residents to include assistance on and off the vehicle/van, supervision of residents, assistance with personal care, and participation in planned activities.
6. Assist with planned property activities and programs within the community between vehicle/van trips.
7. Responsible for ensuring that the vehicle/van is in proper operational order, registration and insurance information is present and up-to-date. Promptly report all vehicle/van safety, mechanical or maintenance issues to supervisor.
8. Maintain communication with the property through use of the cell phone. Keep cell phone charged and on during the workday.

9. Understand that resident safety is paramount. Offer feedback to property staff on ways to improve safety during vehicle/van trips.
10. Train community staff on the proper loading/unloading of the vehicle/van and wheelchair lift usage.
11. Per State of California regulations, as a "mandated reporter" you must report all known or suspected incidents of resident abuse of dependent adults or elders.
12. Provide support to community's marketing efforts through positive/friendly interaction during all property tours and telephone contact with the public, and as directed by a supervisor.
13. Communicate any observed or suspected resident change of condition to a supervisor immediately.
14. Perform day-to-day clerical work connected with the position.
15. Attend all scheduled in-service classes.
16. Maintain a safe and secure environment for all staff, residents and guests, following established safety standards.
17. Encourage teamwork through cooperative interactions with co-workers and other departments.
18. Support a positive and professional image through actions and dress.
19. Performs other duties consistent with the position as assigned by the Activities Director.

MINIMUM QUALIFICATIONS

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| Minimum Age Requirement: | Must be at least 21 years of age due to driving requirement and auto carrier's age restrictions. |
| Education: | High school education. Valid Class of Driver's License required by state for vehicle/van capacity. Valid Class A or B with passenger endorsement for Bus drivers. |
| Experience: | Prefer minimum of two years experience driving a vehicle/van. Prefer experience with elderly and dementia residents. |
| Mathematical Skills: | Ability to perform simple mathematical calculations. |
| Reasoning Skills: | Understand issues and able to demonstrate ability to carry out plan of action on own initiative. |
| Oral/Written Communication Skills | Demonstrates exceptional communication skills in dealing with residents, staff, and families. |
| Equipment Used: | Be proficient in bus operations. Ability to identify early problems and seek out repairs. |
| Physical Effort: | Good physical health verified by a health screening, including a chest x-ray or an intradermal test result not more than 6 months prior or seven (7) days after employment. Be mobile and able to perform physical requirements of the job. Assist in loading and un-loading of residents into property's vehicle/van. |
| Personal Characteristics: | Displays sincere compassion towards cognitively impaired older adults. Demonstrates genuine concern for the physical and emotional needs of older people and their families. |
| Working Conditions: | Operating the vehicle/van. Will be working in all resident care areas of the facility. |
| Other: (As required by Title 22) | Employee must pass a criminal record clearance prior to beginning work in the community. Employee must possess current first aid training. Employee must be at least eighteen (18) years of age. |

JOB RELATIONSHIPS

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| Supervises: | N/A |
| Supervised by: | Activity Director or Executive Director |

PHYSICAL AND MENTAL REQUIREMENTS

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|---|-----|---|---|---|
| N/A = Not required in this position O = Occasional: Performed or encountered 1% to 33% of work time F = Frequent: Performed or encountered 34% to 66% of work time C = Constant: Performed or encountered 67% to 100% of work time | N/A | O | F | C |
|---|-----|---|---|---|

| Supervision/ Managing | | | | |
|---|---|---|---|--|
| Supervising | X | | | |
| Managing | X | | | |
| Work Setting | | | | |
| Sitting for long periods | | | X | |
| Operating standard office machines | | X | | |
| Operating computer | | X | | |
| Moving freely about property | | | X | |
| Answering/using telephones | | X | | |
| Stock Handling Examples of Weights Lifted and Frequency | | | | |
| A ream of paper or less (5 pounds) | | X | | |
| A small record storage box (5-20 pounds) | | X | | |
| A case of bottles (20-30 pounds) | | X | | |
| Furniture, bales, crates, drums (80 pounds or more) | | X | | |
| Resident Care | | | | |
| Pushing wheelchair | | X | | |
| Turning residents | X | | | |
| Helping residents walk | | X | | |
| Lifting residents | | X | | |
| Helping residents sit up | | X | | |
| Mobility | | | | |
| Walking | | | X | |
| Standing | | | X | |
| Bending | | X | | |
| Climbing | | X | | |
| Crawling | X | | | |
| Reaching | | X | | |

| | | | | |
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| Visual Requirements | | | | |
|----------------------------|--|---|---|---|
| Overall vision | | | | X |
| Color perceptions | | | X | |
| Depth perceptions | | | | X |
| Reading/close up work | | | X | |
| Field of vision/peripheral | | | | X |
| Dexterity | | | | |
| Handling | | | X | |
| Reaching | | | X | |
| Grasping | | | X | |
| Fingering | | X | | |
| Feeling | | | X | |
| Hearing/Talking | | | | |
| Hearing normal speech | | | | X |
| Hearing on the telephone | | X | | |
| Hearing faint sounds | | | X | |
| Talking in person | | | X | |
| Talking on the telephone | | X | | |
| Calculating/Interpreting | | | | |
| Calculating | | X | | |
| Comparing | | X | | |
| Editing | | | X | |
| Evaluating | | | X | |
| Interpreting | | | X | |
| Organizing/Planning | | | | |
| Organizing | | | X | |
| Consulting | | X | | |
| Analyzing | | X | | |
| Planning | | | X | |
| Designing | | | X | |

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| Documenting/Implementing | | | | |
|--|---|---|---|---|
| Documenting | | X | | |
| Specifying | | X | | |
| Coordinating | X | | | |
| Implementing | X | | | |
| Presenting | X | | | |
| Emotional/Psychological Factors - Exposure to | | | | |
| Stressful situations | | X | | |
| Trauma, grief, death | | X | | |
| Public contact | | X | | |
| Decision making | | | X | |
| Concentration | | | X | |
| Environmental Conditions | | | | |
| Noise | | X | | |
| Dirt, dust, smoke, fumes | | X | | |
| Cold, heat (indoors) | | X | | |
| Cold, heat (outdoors) | | X | | |
| Blood-Borne pathogens | X | | | |
| Additional Requirements to the Position (List) | | | | |
| Compliance with the Property's Exposure Control Plan. | | | | X |
| Compliance with the Property's Blood Borne Pathogens Standard. | | | | X |
| Compliance with the Property and Department's safety and emergency procedures. | | | | X |
| Responsible for resolving, reporting, and anticipating potentially hazardous conditions. | | | | X |

STATEMENT OF UNDERSTANDING

I have read this job description and fully understand the requirements outlined above. I accept the position of Activity Assistant and agree to perform the identified essential functions in a safe manner and in accordance with the company's established procedures. I understand that my employment is at-will, and thereby understand that my employment may be terminated by the company or myself at any time, for any reason or no reason. I further understand that nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time.

Employee Name: _____ Date: _____

Employee Signature: _____