

Buckner Retirement Services, Inc.
OPEN POSITION POSTING

Opening Date: July 28, 2010 **Closing Date:** Until Filled

Position Title: Activities Assistant **Position Status:** Part-Time; Non-Exempt

Department/Division: Independent Living

Location: Parkway Place; Houston, TX

BASIC FUNCTION:

Responsible for assisting Activities Director in development, planning, coordination, direction, and evaluation of the resident activities program.

Position description/objective:

- *1. Assist with the planning and implementation of social, recreational and educational activities for residents.
- *2. Encourage residents to participate in social, recreational and educational activities; take part in activities.
- *3. Assist in the maintenance of music and craft supplies; maintenance of activity room, storage areas and offices.
- *4. Work with volunteers assigned to assist with activities.
- *5. Coordinate and provide transportation for residents to doctors' appointments.
- *6. Serve as back-up for Activities Director in his/her absence.
- *7. Conduct night and weekend functions as needed; help with seasonal decorating.
- *8. Post daily activities and special events as required.
- *9. Change reality-orientation boards.
- *10. Deliver mail and read to residents as needed.
- *11. Maintain record of residents' attendance at activities.
- *12. Participate in residents' council.
- *13. Detect, correct or report situations that have a possibility of causing an accident or injury to residents or others.
- *14. Observe and report resident symptoms, reactions and changes.
- *15. Maintain compliance with all Buckner policies, procedures and requirements. Maintain compliance with all regulatory requirements, state and federal laws.
- *16. Work successfully as part of a team and responsible for developing then maintaining strong working relationships with co-workers.
- *17. Attend staff meetings and training as required.
- *18. Perform general office tasks as required.
19. Perform special assignments, projects, and other duties as required.

Numbers 1-12, and 15 are considered Primary Duties for this job.

* Indicates an essential function of the job.

Required skills and experience:

1. Requires understanding and ability to use simple arithmetic and grammar with accuracy. Equivalent knowledge is normally associated with the attainment of a high school diploma (or G.E.D.).
2. Requires proficient ability to speak, read and write English.
3. Requires ability to understand and carry out detailed oral and written instructions.
4. Requires ability to work under flexible and busy schedules; some nights and weekends required.
5. Requires ability to work under close supervision.
6. Requires ability to establish and maintain effective working relationships with co-workers and the public; ability to communicate effectively orally and in writing.
7. Requires familiarity with recreation, creative arts, crafts, music, and drama activities appropriate for senior adults.
8. Requires knowledge of basic health care practices and procedures.
9. Requires ability to drive assigned vehicle(s) or personal vehicle, including a 12-passenger van or similar, with appropriate state license, following all laws applicable; must provide proof of liability insurance and must be eligible to be insured under Buckner's insurance policy.
10. Requires ability to maintain confidentiality.
11. Requires ability to recognize differences in sound, such as voices/noises that are loud and playful instead of angry and combative.
12. Proficient working knowledge and ability to accurately and timely operate and perform computer related tasks with specific equipment and software applications required.
13. Requires commitment to Christian principles and teachings both professionally and personally.
14. Requires ability to use up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or 10 pounds continuously to move objects and/or people.
15. Requires ability to walk, stand and sit, sometimes for prolonged periods of time. Requires ability to bend, stoop, walk, stand, and frequently push and pull objects.
16. Requires sufficient good health to properly discharge duties.

**Contact: Human Resources
 Parkway Place
 1321 Park Bayou Dr
 Houston, TX 77077**

**Phone: 281-556-9200
Email: resume@buckner.org**

Buckner Retirement Services, Inc. is an Equal Opportunity Employer.