

# HAWAII HEALTH SYSTEMS CORPORATION

## Job Description

## Activities Coordinator

(Job Description, Class Specification & Minimum Qualification Requirements)

<b>Entry</b>	<b>Pay Grade</b>	<b>HE-08</b>	<b>Job Code</b>	<b>6.806</b>
<b>Full Performance</b>	<b>Pay Grade</b>	<b>HE-10</b>	<b>Job Code</b>	<b>6.807</b>

### **Function and Location**

This position works in a hospital, clinic, or long-term care facility and is primarily responsible for directing an activity program to meet the patients'/residents' social, recreational, physical, educational and spiritual needs by using meaningful activity. The Activity Programs are used to enable the patients/residents to function and maintain their dignity and fullest mental and physical capacity for as long as possible. These programs are also used to enhance the patient's/resident's feelings of usefulness and encourage self-confidence, self-respect, and empowerment. The position also is responsible for assessment, program development, performance improvement, budget development/monitoring, and personnel management. The position may be required to work on shifts, including evenings, and weekends and holidays.

### **Key Duties and Responsibilities**

1. Assessment and Planning
  - a. Appropriately assess and re-assess the patients'/residents' activity interests, needs and concerns through observation, conversation, and with written information.
  - b. Set up patient/resident care plans with identified problems, goals and approaches.
  - c. Write patient/resident progress notes accurately, neatly and in a timely manner, and in accordance with Hospital and departmental documentation standards/regulations.
  - d. Record patient/resident coding's/changes and other necessary information accurately and promptly.
  - e. Plan/choose patient/resident activities with creativity and variety.
  - f. Assist with writing unplanned events or changes to scheduled events on appropriate calendars/notices. Notify other departments/nursing units as necessary.

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### 2. Supervisory and Administrative Responsibilities

- a. Conduct staff meetings to convey management/department objectives and explain/discuss how policies and procedures will be implemented.
- b. Instruct staff in changes in regulations/standards and adjusting services accordingly to continue to comply with those regulations/standards.
- c. Train and advise staff by conferring with them, observing, aiding, and instructing them, and identifying areas of improvement in work methods, documentation, and techniques to ensure optimal performance.
- d. Oversee the staff competency testing process to ensure that staff are maintaining or improving their skills for quality care.
- e. Assist in reviewing, investigating, and resolving personnel problems through the use of collective bargaining provisions and State personnel rules and regulations and takes appropriate disciplinary actions to ensure a productive work environment.
- f. Plan and implement activities to develop and maintain high employee morale and motivation to enhance work performance.
- g. Assist in reviewing qualifications of applicants, and recommends the selection of the most qualified person or persons for appointment and/or promotion.
- h. Assist in establishing work performance standards for positions under their immediate supervision, rates their job performance and discusses ratings with employees in order to meet State requirements and to improve performance.
- i. Review staff workloads to ensure fairness in work responsibilities and assignments.
- j. Assist in preparing department budget for supplies, equipment, and personnel needs to ensure that programs and services will have what is necessary for quality performance.
- k. Oversee the development and implementation of quality assurance and performance improvement projects to ensure that regulations/standards and consumer needs are being met.

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- l. Oversee the development, implementation and review of department and interdepartmental policies and procedures to meet hospital and other regulations/standards.
    - m. Maintain open working relationships with other departments to ensure efficient and quality patient/resident care.
    - n. Oversee the continuing educational needs of staff to ensure that staff is upgrading their professional skills regularly.
    - o. Review department statistical information to monitor program implementation for possible program changes or new program development to meet hospital and consumer needs.
    - p. Attend and participate in hospital staff meetings and/or other hospital meetings as assigned to foster interdisciplinary problem resolution.
    - q. Implement and/or oversee the efficient utilization of space, equipment and supplies and resolves space and equipment problems through appropriate channels.
    - r. Process all hospital required reports to expedite the hospital workflow.
    - s. Offer and provide consultation, information and/or in-services to the hospital and the community about Activity services.
    - t. Supervise assigned volunteers and coordinate assigned work activities.
3. Resident Care and Involvement
  - a. Plans the calendar with appropriate, age-related patient/resident activities both in large and small groups or using one-to-one treatments. Emphasis, should be placed on activities the resident is interested in. Frequent activity sessions occur in/with:
    - Gross-motor exercises
    - Activities of daily living
    - Arts and crafts
    - Leisure
    - Audio-visual
    - Reality orientation

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- Bedside/sensory
  - Other
- b. Assist patients/residents either verbally or with physical movement to perform or participate in activities. The assistance must be to show support, affection and understanding. Limit setting should only be used when necessary to achieve a positive outcome.
- c. Adapt the activity so that the patient/resident can be successful as possible with the least amount of help and yet maintain the resident's highest functioning capabilities.
- d. Work with other Activity staff and other disciplines in a cooperative manner to foster the most appropriate safe and least restrictive environment for the patient/resident.
- e. Work with the patient's/resident's family members, significant others and community groups/organizations in a cooperative, calm and tactful manner.
- f. Attend interdisciplinary conferences concerning the patients/residents. Discusses and assists with group problem solving. Brings back and shares appropriate patient/resident information with other Activity staff so they, too, may change how they work with the patient/resident.
- g. Assist in planning, coordinating, selecting, driving and/or escorting patients/residents on van rides and other outings.
- h. Assist in planning and coordinating community/social for the patients/residents (e.g., Christmas party, etc.).
- i. Report to the nurse in charge, head nurse, or Acting Director of Nursing (in that order), any improper occurrences pertaining to the care of patients/residents.

### **Other Duties**

In addition to the key duties and responsibilities, this position may be assigned to:

Assists with opening and closing the Activity area, changing daily schedules, calendars and notices, answering phone, accounting for petty cash and perform other related duties as assigned. For certain positions, may operate a motor vehicle.

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### **Knowledge and Abilities used in Performing Key Duties at the Full Performance Level**

Demonstrated proficiency in the application of all of the knowledge and abilities, specified below for the Full Performance level, in providing the full range of services to the patients/residents of the work site, independently. Knowledge of the policies, procedures and work rules of the work site.

### **Supervision Provided By**

An Occupational Therapist , Recreational Therapist or Registered Professional Nurse V or higher (e.g., Director of Nursing) provides supervision to the position.

**Instructions Provided:** Entry level employees are provided specific and detailed instructions; full performance employees are provided general instructions, and specific instructions in new and unusual situations.

**Assistance Provided:** Entry level employees are provided close guidance in performing tasks; full performance employees perform work independently, receiving specific guidance only in new and unusual situations.

**Review of Work:** Entry level employees receive close and frequent review of work performed; the work of full performance employees is reviewed periodically to ensure that acceptable practices are followed.

### **Prerequisite Qualifications Required for the Entry Level**

**Education:** High school diploma or the equivalency is preferred.

**Education:** Three years of work experience in a health facility of which the major duties involved planning and implementing patient/resident activity programs and treatment procedures.

**Knowledge and Abilities:** Must have demonstrated basic knowledge of assessing and re-accessing patient/resident activity interest, needs, and concerns; understand human growth and development; and the ability to set up treatment plans; write progress notes; communicate and deal effectively with patients/residents and their families; and work effectively with others. Learn how to supervise and direct the work of subordinates.

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### **Prerequisite Qualifications Required for the Full Performance Level**

In addition to the qualifications required at the entry level:

**Experience:** One year of work experience as an Activities Coordinator which involved the planning, assessing, and coordinating a comprehensive Activity Program to enhance the patient's/resident's social, recreational, physical, educational and any other needs.

**Knowledge and Abilities:** General knowledge of human anatomy; administrative practices and procedures in directing patient/resident activity programs and treatment procedures in a hospital or other medically oriented institution or program; budget preparation; and the ability to read, write, speak, and understand and communicate effectively with others in English; supervise and direct the work of subordinates and plan and conduct training programs.

### **Substitutions Allowed:**

- a. Graduation from an Activity Professionals Program approved by the National Certification Council for Activity Professional, Level 1 -Activity Assistant Certified (AAC) may substitute for all of the entry level work experience.
- b. Graduation from an Occupational Therapy Program approved by the American Occupational Therapy Association and currently registered by the National Board of Certification for Occupational Therapy (N.B.C.O.T.) and registered with the State of Hawaii Department of Commerce and Consumer Affairs may substitute for all of the full performance work experience.
- c. Graduation from a Therapeutic Recreation Program approved by the National Therapeutic Recreation Society and currently certified by the National Council for Therapeutic Recreation Certification (NCTRC) may substitute for all of the full performance work experience.
- d. Graduation from an Activities Professionals Program approved by the National Certification Council for Activity Professionals (N.C.C.A.P.), Level 2-Activity Director Certified (ADC) may substitute for all of the full performance work experience.

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### **Certification Required:**

Basic Life Support (BLS) for Healthcare Workers must be obtained within six months of employment.

**Driver's License:** For certain positions, possession of a valid State of Hawaii Driver's license (Class 3) or any other valid comparable driver license may be required.

**Desirable Qualifications:** Team player; patience; neatness; reliability; resourcefulness; and punctuality; successful completion of training curriculum and pass a competency evaluation test approved by the State of Hawaii and in accordance with the Omnibus Budget Reconciliation Act of 1987.

**Health and Physical Requirements:** All employees must meet the health and physical requirements deemed necessary to effectively and safely perform the essential functions of the position with or without reasonable accommodation.

### **ADDENDUM ATTACHED**

Yes

No