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# Example of Activities Assistant Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of activities assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for activities assistant

* Help facilitate activities including painting, trivia, music, horticultural therapy, assortment of games, help serve meals and snacks
* EEO/MFDV
* Contributes to maintenance of clean, safe environment to minimize hazards of infection or injury to patients and/or staff
* Obtains basic physical assessment data (vital signs, intake/output, weights, ) and documents in patient medical record
* Obtains an activity assessment
* Develops an individualized care plan for each resident
* Attend team conference meetings
* Develops activity calendars monthly
* Plans, develops, organizes, implements, directs and evaluates facility’s activity programs according to written objectives
* Coordinates activity programs with other facility activities and services to avoid conflicting events

## Qualifications for activities assistant

* This position is opened for a part-time weekend schedule
* Prior experience with Dementia and geriatrics preferred
* Prior experience with activities not required (Will train)
* Must be state Certified Nursing Assistant (CNA) (in states requiring certification)
* Prior experience coordinating activities in long-term care preferred
* Pursues educational development in Alzheimer’s disease and related disorders