

OPPORTUNITIES, INC. JOB DESCRIPTION

Job Title: SENIOR DAY CENTER ACTIVITY COORDINATOR

General Description of Duties:

Responsible for performing a variety of tasks related to daily activities and schedule for consumers.

Qualifications Preferred:

Knowledge, Skills, Abilities: Communication; Computer (involving various software applications such as Word); Documentation; Organizational; Regulatory requirements related to activities; Scheduling

Certification/License: Annual TB Skin Test; CPR/First Aid

Education: Bachelor's degree; 60 hours combination of accredited college course work and one-two year's experience, or TX certification as Activities Director

Experience: One-two years in related field.

Major Responsibilities and Duties:

Plan with Manager in development of schedule of daily activities, including physical fitness exercises and/or other recreational activities.

Develop, print and implement activities calendar.

Carry out the planned activities.

Serve as member of the inter-disciplinary team as applicable.

Record the consumer=s social history.

Assist with consumer=s related support needs.

Assure that the identified related support services are included in the consumers' individual plan of care.

Responsible for monthly progress notes about social and related support service activities provided.

Follow daily schedule.

Participate or instruct training, in-service conferences or seminars as requested.

Follow directions of supervisor, performing other duties as assigned.

Physical Requirements:

Communication - English speaking

Driving vehicles

Hearing for conversation

Lifting up to 50 lbs.

Pushing/pulling up to 50 lbs.

Reaching overhead and in front of body

Sitting for 1-2 hours consecutively

Standing 3-4 hours consecutively

Stooping, kneeling, bending, twisting, crouching

Use of hand, wrist, fingers

Vision for driving and reading

Walking for short distances

Responsible to: Program Manager

Supervision of: N/A

Performance evaluations are conducted annually. The employee and supervisor use this job description to help evaluate employee performance. At the time of evaluation, the job description is modified if employee job tasks have changed.

I have read and discussed this job description with my supervisor and have been given opportunity to ask questions concerning it.

Staff Signature

Supervisor Signature

Date

Date

"Opportunities, Inc. does not discriminate in employment practices or provision of services on the basis of race, color, national origin, religion, political belief, sex, marital status, age, veteran status, or disability."