



JOB DESCRIPTION

Title: Activity Leader II Reports to: Program Manager
Position Summary
Provide educational, recreational and social activities in day center for physically/cognitively impaired older adults. Provide assistance with activities of daily living.
PVI Culture
PVI has a strong values-driven culture that supports its mission. Activity Leader II is expected to model and set an example for other PVI employees to live our Core Values: Respect, Commitment, Trust, Dedication and Compassion as articulated in the PVI Culture Matrix (attached).
Major Areas of Responsibilities
<ul style="list-style-type: none">• Demonstrates Core Competencies for Activity Leader I plus:• With guidance of program manager, innovate, plan, implement, and evaluate new activities.• Demonstrate leadership in anticipating need for innovative solutions to meet the emerging needs of participants.• Evaluate activities with activity team and plan improvements.• Lead by example through increased responsibility and productivity for the activity program.• Motivate colleagues to expand and enhance program activities.• Apply problem solving abilities with participants and co-workers.• Assist Program Manager/Program Coordinator with training and supervision of community volunteers.• Use computer skills for planning implementing activities. <p>Covid 19-</p> <ul style="list-style-type: none">• Create online video content for Rosener House at Home website.• Create virtual class activities.• Lead online class activities.• Monitor physical and emotional changes of participants.• Create at home activity material for participant engagement.• Engage in 1:1 calls with at home participants.• Create individualized activity material for specific needs of participants.• Train staff on virtual program material.• Carry out any additional assignments required to fulfill PVI's mission.



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Position Requirements

Skills Needed

- Basic Computer skills (Ability to check email, knowledge of Outlook, Word, PowerPoint, Zoom)
- Ability to work effectively with teams.
- CPR Certified (Training will be provided.)
- Ability to compassionately and effectively engage with persons with physical/cognitive impairments.

Experience and Education

- Must have GED or High School Diploma
- Experience working with individuals with cognitive and/or physical impairment. Alzheimer's & Dementia patients preferred.

Physical Requirements

- Able to occasionally lift up to fifty pounds while assisting participants
- Regularly required to walk, stand, bend, stoop, twist, kneel, reach, carry.
- Frequently required to push wheelchairs.
- Physically able to provide personal care in the activities of daily living.
- TB test and fitness for duty exam required.

Performance Expectations (Measurable Outcomes)

- Attend all daily stand-up meetings, and weekly care-plan meetings, all staff meetings, and activity meetings.
- Plan and implement activities that are enjoyed by changing population.
- Adhere to PVI cultural values.

Date: _____

Full Name (printed): _____

I have read and fully understand the roles, responsibilities, and expectations for this position.

Signature: _____

Supervisor Signature: _____