



## JOB DESCRIPTION

<b>Title: Activity Leader III</b> <b>Reports to: Program Manager</b>
<b>Position Summary</b>
Provide educational, recreational and social activities in day center for physically/cognitively impaired older adults. Provide assistance with activities of daily living.
<b>PVI Culture</b>
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).
<b>Major Areas of Responsibilities</b>
<ul style="list-style-type: none"><li>• Demonstrates Core Competencies for Activity Leader I &amp; II plus:</li><li>• Independently develop, organize, lead, and evaluate recreational, educational and cultural therapeutic activities and special events for program participants.</li><li>• Identify and adjust daily activities and work assignments as needed to meet the needs of the participants and the program.</li><li>• Assist Program Coordinator to produce activity calendar.</li><li>• Conduct activity assessments of new and on-going participants.</li><li>• Mentor and train new activity staff and volunteers.</li><li>• Interface with other community organizations in aging services.</li><li>• Assist Rosener House Coordinator and Program Manager as required.</li><li>• Other duties as assigned.</li></ul> <p><b>Covid 19-</b></p> <ul style="list-style-type: none"><li>• Create online video content for Rosener House at Home website.</li><li>• Create virtual class activities.</li><li>• Lead online class activities.</li><li>• Monitor physical and emotional changes of participants.</li><li>• Create at home activity material for participant engagement.</li><li>• Engage in 1:1 calls with at home participants.</li><li>• Create individualized activity material for specific needs of participants.</li><li>• Train staff on virtual program material.</li><li>• Carry out any additional assignments required to fulfill PVI's mission.</li></ul>
<b>Position Requirements</b>
<b>Skills Needed</b> <ul style="list-style-type: none"><li>• Basic Computer skills (email, knowledge of Outlook, Word, PowerPoint, Zoom)</li><li>• Ability to work effectively with teams.</li><li>• CPR Certified (Training will be provided.)</li><li>• Ability to compassionately and effectively engage with persons with physical/cognitive impairments.</li></ul>



## JOB DESCRIPTION

### 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.
- Oversee volunteer services

**Date:** \_\_\_\_\_

**Full Name (printed):** \_\_\_\_\_

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

**Signature:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_