



# Activities Manager

Orchard Manor is recruiting for Activities Manager. This position implements, supervises, evaluates, plans, organizes, and directs all the activity and volunteer programming to ensure it meets federal, state, and local regulations and facility policy. The programs are designed to meet the individual's current needs and interests, choices, preferences, and abilities of all residents on the Skilled Nursing and Individuals with Intellectual Disabilities, ICF-IID. These programs should be holistic in nature and include physical, intellectual, psychosocial, mental, social, spiritual, and recreational activities encouraging both independence and interaction in the community. Implementing the activity program includes supervising and providing education and vision for the Activity aides.

## **MINIMUM QUALIFICATIONS**

### Education:

1. Qualified Professional - qualified therapeutic recreation specialist or activities professional licensed or registered, as applicable, by the State of Wisconsin or,
2. Qualified occupational therapist or occupational therapy assistant, or
3. Completed the Activity Professional training course approved by the State of Wisconsin, or
4. A college degree from a post-secondary school in the area of healthcare, business, human services, recreational therapy, or other related fields that meet the regulations/code requirements for this position or experience equivalent, and completed the Activity Professional training course approved by the State of Wisconsin

### Experience:

1. Two years of experience in a social or recreational program within the last 5 years, one of which was full-time in a therapeutic activities program
2. One year of experience with Individuals with Intellectual Disabilities and/or Geriatric population, preferred
3. One year of supervisory experience, preferred

**How to Apply:** An [Orchard Manor Employment Application](#) and job description may be obtained at [www.co.grant.wi.gov](http://www.co.grant.wi.gov) or by contacting Orchard Manor's Human Resources at (608)723-2113. **Letter of interest, resume, and Orchard Manor Application are required** and will be accepted at the following location.

**Attn: HR Orchard Manor**  
8800 Hwy 61  
Lancaster WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer (AA/EEO)**. All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*

## GRANT COUNTY JOB DESCRIPTION

**TITLE:** Activities Manager

**DEPARTMENT/ AGENCY:** Orchard Manor

**IMMEDIATE SUPERVISOR:** Administrator

**PAY GRADE:** OM I

**FLSA:** Exempt - Professional

### **NATURE OF WORK**

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### **MINIMUM QUALIFICATIONS**

#### **Education: (one of the following)**

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4. A college degree from a post-secondary school in the area of healthcare, business, human services, recreational therapy, or other related fields that meet the regulations/code requirements for this position or experience equivalent, and completed the Activity Professional training course approved by the State of Wisconsin

#### **Experience:**

1. Two years of experience in a social or recreational program within the last 5 years, one of which was full-time in a therapeutic activities program
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3. One year of supervisory experience, preferred

#### **Knowledge, Skills and Abilities:**

1. Must be able to work other than normal working hours when needed or deemed necessary
2. Must be able to work in a variety of settings and with a diverse resident population.

### **ESSENTIAL FUNCTIONS**

1. Design an activity program to meet the needs, skills, abilities, and interests/preferences of each resident.
2. Schedule of activities for both individuals and groups and monitoring the response.
3. Coordinate and supervise activity and volunteer programs
4. Organize and supervise the personnel in the performance of their duties
5. Assist in the recruitment of new personnel
6. Coordinate the activity department with those of other departments
7. Plan Active Treatment programming for the intellectually disabled residents
8. Active role in the Core Meetings for ICF-IID
9. Coordinate volunteer activities; may delegate someone within the department who is most qualified to perform the volunteer coordinator duties
10. Oversee music memory program
11. Perform the administrative duties required of the position
12. Utilize available community resources and be an active public relations spokesperson

13. Update and assist with social media and website updating of Activities program
14. Orientate and train new personnel
15. Maintains departmental records as necessary
16. Coordinate all goals and plans for resident Individual Program Plans (IPP's), Minimum Data Sets (MDS), and Plan of Care (POC's)
17. Perform and maintain resident evaluations as related to activity skill and prevocational skill development
18. Serve on committees as appointed by the Administrator
19. Coordinate and supervise the Resident Council
20. Responsible for maintaining a departmental budget, inventory, and ordering and/or requisitioning of supplies and equipment
21. Other duties as assigned and deemed appropriate to the position

### **SUPERVISION RECEIVED**

Supervised by Nursing Home Administrator

### **SUPERVISION EXERCISED**

Supervises staff

### **ENVIRONMENTAL FACTORS**

#### **Strength:**

1. Push/pull residents weighing 78 to 250 lbs. in W/C or geri-chairs; reposition residents weighing 78 to 250 lbs. in chairs and bed to perform activities

#### **Mobility:**

1. Stand or walk up to 50% of 8-hour day to provide assist with resident therapy program
2. Able to stoop, bend, squat, twist, and kneel to assist resident with activities
3. Occasionally reach over head to obtain supplies

#### **Manual Dexterity:**

1. Able to use hands and arms to position residents, manipulate items, demonstrate activities
2. Simple gross motor manipulation skills are required to manipulate W/C through doors and around furniture

**Speech:** Able to speak and understand English to communicate with residents and other professionals

#### **Sensory Requirements:**

1. Able to see objects 15 feet for identification of residents and observation of behavior changes
2. Able to see close for reading instruction, review medical charts and care plans
3. Able to hear and distinguish normal sounds ranging from conversational levels to high pitched sounding alarms with background noises
4. Concentrate on moderate and or fine details with frequent interruptions; necessary to perform a variety of tasks related to activities
5. Attention span ranging from 10-60 minutes to perform minimal to fine detailed tasks related to activities
6. Ability to comprehend oral and written instruction, complex direction and specific ideas behind action and to be able to teach and demonstrate activities to residents
7. Able to follow, complete and remember verbal and written messages, information and task assignments from 8 hours to longer periods of time given to self and others
8. Able to read, write, and communicate in English to develop and follow written treatment plan, document progress, and follow activity policies

### **CLOSING STATEMENT**

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.