LEISURE TIME ACTIVITIES DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS:

The duties of this position involve responsibility for planning, directing and providing for a comprehensive and diversified program of appropriate voluntary leisure time activities geared to the specific interests and needs of patients* in a residential health care facility. The intent of the program is to create an environment and offer opportunities for active participation in activities with emphasis on working with the health aspects of the patients by providing physical, intellectual, social and emotional stimulation much in the same way as every day life in the community. The Leisure Time Activities Director is responsible to the facility administrator for the operation of the department. The degree of the Activities Director's direct contact with patients varies with the size of the facility and activities program staff. Supervision is exercised over the work of Activities Aides and other subordinate personnel and volunteers. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Plans, organizes and directs a program of appropriate leisure time activities consistent with the cultural and ethnic backgrounds of facility patients;
- Interviews patients to determine interests and to develop an activities program for inclusion into their total care plan;
- Obtains physician's approval for the patient's participation in the program;
- Assigns duties to and supervises activities program staff and volunteers;
- Reviews program participation with patients and records findings and any changes;
- Conducts activities program in-service training for facility staff and participates in general in-service training programs;
- Arranges for transportation to enable patients to attend or participate in community affairs and outings;
- Utilizes community resources in the conduct of activities programs such as community events, service projects and entertainment groups;
- Orders supplies and equipment and maintains inventories for the facility activities programs;
- Prepares records and reports related to the activities program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the organization and conduct of a diversified program of meaningful appropriate leisure time activities in a residential health care facility setting; good knowledge of activities program direction and supervision; good knowledge of the problems of aged, ill and/or disabled as they relate to an activities program; ability to instruct and supervise others in functions and techniques of the activities program; ability to explore and utilize available community resources applicable to residential health care facility activities programs; ability to prepare and maintain records and reports; physical condition commensurate with the demands of the position.

*The term "patient" shoud be changed to "resident" when position is used in health related facilities.

MINIMUM QUALIFICATIONS: Candidates must either:

(a) Be a qualified occupational therapist*; or

(b) Be a qualified therapeutic recreation specialist*; or

(c) Be a qualified occupational therapy assistant*; or

(d) Be a qualified recreation generalist*; or

(e) Have a minimum of two years full-time or equivalent part-time paid work experience in a leisure time activities department in a healthcare setting; or

(f) Have written approval by the Office of Health Systems Management as a Activities Leader or Activities Director.

NOTE: An Activities Director may not be appointed until satisfactory evidence of possession of the above requirements has been presented to and approved by the Bureau of Health Care Standards, Office of Health Systems Management.

*As defined in the New York State Residential Health Care Facility standards.

Agreed to by the New York State Office of Health Systems management and the Municipal Service Division, September, 1978.