

ERIE COUNTY

JOB POSTING #2024-029

POSITION: FT Activities Director

DEPARTMENT: The Meadows Care Facility

SALARY: \$22.89/hour – Probationary
\$23.81/hour – After Probation

POSTING DATE: 8:00 a.m., May 06, 2024

CLOSING DATE: 4:30 p.m., May 10, 2024

MINIMUM REQUIREMENTS

Recreation Therapy or a related-field degree preferred. Must possess a minimum of two (2) years of college. Must be able to read, write, speak, and understand the English language. Must be reliable and be able to work flexible hours including evenings and weekends. Must function independently, have flexibility, personal integrity, and the ability to work effectively with residents and personnel. Must be able to relate to and work with ill, disabled, elderly, emotionally upset, and at times hostile people in the facility. Must be able to cope with the mental and emotional stress of the position. Valid Ohio driver's license with an acceptable driving record is required. Erie County resident preferred.

Pre-employment physical and drug screen required. An in-depth job description can be reviewed at the Human Resources Office at 2900 Columbus Avenue, Sandusky.

Qualified applicants apply at the Department of Human Resources, 2900 Columbus Avenue, Suite 210, Sandusky, Ohio OR visit Erie County's website, www.eriecounty.oh.gov, where employment applications and current job postings are available for viewing and/or downloading. Applications are also available and accepted at OhioMeansJobs at Erie County Job and Family Services, 221 West Parish Street, Sandusky (operating hours 8:00 a.m. - 4:30 p.m. Monday through Friday). PLEASE NOTE: A completed Erie County application must be received in the Human Resources Department by 4:30 p.m., 05/10/2024. EOE/AA/ADA

Approved for Content

Mark S. Wilson 5/2/24

Approved for Posting

MS 5/2/24

2024-029 **ERIE COUNTY JOB OPENING ANNOUNCEMENT**

Where Applications Taken:

Erie County Human Resources Office
Erie County Services Center
Second Floor, Room 207
2900 Columbus Avenue
Sandusky, Ohio 44870

Office Hours:

8:00 a.m. until 4:30 p.m.
Monday through Friday

Where Postings Sent:

Erie County Care Facility	Human Resources
Erie County Court	Courthouse
BGSU Firelands Campus	Erie County Office Bldg.
Ohio Business College	B.V.R.
Goodwill	C.A.C.
Health Department	NAACP
Local Newspaper	Terra Tech
SHS Vocational Education	OhioMeansJobs
All County Bulletin Boards	

ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Erie County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services.

DEPARTMENT: The Meadows Care Facility POSITION: FT Activities Director

POSTING DATE: 8:00 a.m., Monday
May 06, 2024 **LOCATION:** 3916 E. Perkins Avenue
Huron, Ohio 44839

CLOSING DATE: 4:30 p.m., Friday
May 06, 2024 **WORKING HOURS:** 8:00am – 4:30pm
and other, as required

EFFECTIVE DATE: ASAP **SALARY:** \$22.89/hour – Probationary
\$23.81/hour – After Probation

Description of the Job:

The primary purpose of this job position is to plan, organize, develop, implement, and direct the overall operation of the Activities Department in accordance with current federal, state, and local standards, guidelines, and regulations and all established policies and procedures to ensure that an on-going program of activities is designed to meet, in accordance with the comprehensive assessment, the interests and the physical, mental, and psychological well-being of each resident. This position reports to the Meadows at Osborn Park Administrator.

Essential Duties and Responsibilities:

- Must be knowledgeable of regulations governing activity services in skilled nursing facilities.
- Must be able to develop and implement programs, for both individuals and groups, and monitor the response to the programs to determine if the activity meets the assessed needs of the resident(s) and make any necessary revisions.
- Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government personnel/agencies and the general public.
- Must demonstrate the knowledge and skills necessary to provide care appropriate to the age-related needs of the residents served.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must possess leadership ability and willingness to work harmoniously with and supervise other personnel.
- Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing activity services.
- Must have patience, tact, cheerful disposition and enthusiasm and be able to handle residents based on the maturity level at which they are currently functioning.
- Must maintain records and prepare reports on resident participation and their response to activities.
- Must be able to complete all other duties as assigned by Administrator or designee.

Qualifications:

- Must be a qualified Therapeutic Recreation Specialist or an activities professional who is licensed by this state and is eligible for certification as a Therapeutic Recreation Specialist or as an activities professional by a recognized body; OR,
- Must have, at a minimum, two (2) years' experience in a social or recreation program within the last five (5) years, one (1) of which was full-time in a patient activities program in a health care setting; OR
- Must have completed a training course approved by this state.
- Must be able to read, write, speak, and understand the English language.
- Must be reliable and be able to work flexible hours including evenings and weekends.
- Must function independently, have flexibility, personal integrity, and the ability to work effectively with residents and personnel.
- Must be able to relate to and work with ill, disabled, elderly, emotionally upset, and at times hostile people in the facility.
- Must be able to cope with the mental and emotional stress of the position.

Education:

- Recreation Therapy or a related-field degree preferred.
- Must possess a minimum of two (2) years of college.

Physical Requirements:

- Must be able to move intermittently throughout the workday.
- Must be able to push, pull, move, and/or lift a minimum of 25 pounds to a minimum height of 5 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 50 feet.
- Must be able to bend/squat/crouch/kneel.
- Must be able to reach with a bilateral upper extremities into/up to/down to various heights.

WRITTEN APPLICATIONS MUST BE COMPLETED BY CLOSING DATE