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Active Living Guide - On Call (fremont / union city / newark)

Position Description

ACTIVE LIVING GUIDE ON-CALL

Entity: Masonic Homes of California Payroll Type: Non-Exempt

Department: Active Living Supervisory: No

Reports To: Director of Active Living Work Status:

Location of Job: Union City Revised: 9/22/2011

Position Held By: Open Regular Hours: On-Call

Schedule: On-Call as needed

Occasional overtime, some weekends and evenings may be required

JOB CULTURE

The Masonic Homes of California are committed to a culture of Leadership. Our culture is to provide superior service to members, residents and staff through a sound and progressive model of service and care which aligns our mission, vision and operations. We demonstrate excellence in core services and place value on high quality job performance, professional development, effective time management, budget management, workplace safety and resident/employee satisfaction. We are dedicated to disciplined innovation and continuous quality improvement -- we are a learning company. We are committed to sharing our knowledge and being an organization that attracts the best and brightest talent. We are team-oriented, caring and honest.

JOB SUMMARY

Under the supervision of the Director of Active Living, plan, organize, and direct therapeutic active living programs to effect improvement in the physical, mental, and social well being of skilled nursing and assisted living residents. Therapists promote the spiritual, emotional, educational, recreational and social needs of residents on an individual basis.

ESSENTIAL FUNCTIONS

- Assists in planning, developing, organizing and implementing the Active Living programs of this facility and evaluates the overall effectiveness of the residents' programs and services.
- Develops and implements special activities designed for visual and hearing-impaired residents including individual projects/individualized programs.
- Participates in community planning related to the interests of the facility and the services and needs of the residents' assessments. Interviews residents or family members to obtain recreation activity information in a private setting.

Assists required documentation in accordance with Title 22, OBRA, and MDS guidelines on a timely basis and develops goals with measurable objectives consistent with the assessment information obtained from the resident, family, friends, and chart reviews.

- Notifies Nursing of any immediate change in the residents' condition and/or participation.
- Assist with the development of the monthly calendar in accordance with resident therapeutic, educational and diversionary needs, state, federal and corporate criterion, Channel 5, Social Services, Environmental Services, Dietary, and other departments. Posts and communicates calendar throughout the facility.
- Assists residents who have difficulties performing specified activities; may assign a volunteer to assist with or provide adaptable devices/equipment as required.
- Orders refreshments and fills out transportation/environmental requests for specified events.
- Maintains log or daily record regarding residents' involvement in recreation programs, as appropriate.
- Maintains resident care and safety on off-campus outings
- Assists residents with money management CHIT forms: money orders, magazine subscriptions, shopping, etc., and documents currency delivered to residents.
- Maintains regular attendance and arrives to work on time; completes time sheet appropriately as needed. Must be flexible with work hours; occasional weekends, holidays and some evenings required.
- Works with the Lifestyle Coordinator to collaborate with the Masterpiece Living philosophy within the campus.
- Attends department staff meetings and in-services designated for staff
- Cooperates and communicates with co-workers and establishes good working relationships with all departments.
- Coordinates with Nursing, Assisted Living, Lorber/Skilled Nursing, Grider, and Traditions/Memory Care staff in preparing residents to go to and from recreation activities and programs.
- Will be oriented to programs in Assisted Living, Independent Living, and Traditions/Memory Care and will be required to provide programming on those units as assigned.
- Will support and coach the residents to bring their leisure pursuits to fruition.
- Other duties as assigned.

Additional competencies

- Attends/participates in in services, workshops, and seminars to keep abreast of current changes.
- Maintains inventory and keeps Director and Assistant Director informed of low inventory and the need for supplies and equipment.
- Manages petty cash funds used to acquire supplies for various activity projects and programs; return receipts and unused funds to the Director or Business Services.

SKILLS, ABILITIES AND EXPERIENCE

- Two years recent experience in a social or recreation program, one year of which was full time employment in a patient activity program in a health care setting.
- Must have the ability to think creatively and communicate ideas to staff and residents.
- An Active Living Guide, who is primarily based in the Skilled Nursing Facility, must have experience working in an OBRA and Title 22 regulated setting.

EDUCATIONAL REQUIREMENTS/LICENSES/CERTIFICATES

Any combination of education and experience that would provide the necessary knowledge and abilities listed, typically:

- High School diploma or equivalent
- Prefer completion of an 80 hour Activity Director Certification Program and compliance with all other state and federal laws governing the position.
- Class "B" License may be required as determined by the job position.
- Will obtain and maintain the Dementia Care Practitioner Certificate per the National Council of Certified Dementia Practitioners guidelines.

- This is a part-time job.
- This is at a non-profit organization.
- Principals only. Recruiters, please don't contact this job poster.

- do NOT contact us with unsolicited services or offers

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