Activities Assistant
72 hours per pay period

Responsibilities:

• Assist with the planning and implementing of activities for residents, including but not limited to one-on-one activities.
• Assist in programming a weekly activity calendar.
• Work with Activities Coordinator and other staff in evaluating therapeutic activities.
• Work closely with Health Services staff.
• Maintain confidentiality regarding all resident information.
• Assist in resident assessments and recordkeeping.
• Attend meetings, in-services and workshops as directed.
• Adhere to all applicable policies and procedures.
• Perform other duties of this position or related positions as my become necessary or as directed

Qualifications:

• Experience with activities with the elderly preferred.
• Enthusiasm and interest in people, especially in regard to working with the elderly.
• Vision and creativity in planning activities for residents.
• Ability to learn, understand and support the IHM mission and values.
• Ability to work collaboratively.
• Ability to direct and supervise groups and individuals in social, educational and recreational programs.
• Ability to inspire team spirit and support of staff and volunteers.
• Ability to maintain confidentiality.
• Excellent communication skills.
• Ability to follow direction.
• Valid driver license and good driving record.
• Ability to lift, push, pull, bend, stoop and move equipment, supplies, etc. throughout the day as necessary.

If you are interested in applying for this position, please submit a resume to: humanresources@ihmsisters.org.

Review of resumes to begin immediately
SSIHM supports workforce diversity