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 may 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.
► Ability to lift, push, pull, bend, stoop and move equipment, supplies, etc. throughout the day as necessary.

To Apply:
Submit resume to Human Resources Office humanresources@ihmsisters.org. Review of resumes to begin immediately.

SSIHM supports workforce diversity.