**POSITION TITLE**:  Activity Director

**DIRECT REPORT**: Associate Director

**DEPARTMENT**: Adult Day Services Program

**JOB SUMMARY**: The Activity Director is responsible for the successful execution and overall day to day management of the activities programming for the Adult Day Services Program of the organization according to the strategic direction set by the Board of Directors to fulfill the vision, mission and accomplish the goals of MemoryLane Care Services organization.

The Activity Director reports to the Associate Director. This position will participate in regular staff meetings, monthly care plan meetings, Adult Day Services Program staff meetings, and participate in community aging and activity groups.

As a member of the MemoryLane Care Services team, the Activity Director works collaboratively with fellow team members to:

* Consistently evaluate the needs of the market to ensure the operating model continues to evolve as a comprehensive source of care
* Ensure the long-term sustainability of the organization by identifying unmet needs that provide new sources of revenue aligned with the organization’s mission and purpose
* Regularly review and evaluate current programs and implement new and innovative programs in accordance with the mission and strategic plan
* Collectively own the engagement of staff and volunteers in carrying out our mission

Key Working Relationships:

* Staff
* Adult Day Center Families (both caregivers and individuals attending the Center)
* Volunteers
* Community Organizations, National Organizations and Healthcare Entities
* Governmental Entities (city, county, state, federal)

**PRIMARY RESPONSIBILITIES:**

1. **Day to Day Operations**
   1. Ensures the overall operations of the activities programming for the Adult Day Services Program to meet or exceed accepted standards of quality care and in alignment with the State of Ohio PASSPORT Adult Day Services Intensive Level Regulations of Adult Day Services and principles of the Adult Day Plus Model
   2. Maintains a caring, compassionate, welcoming, safe, supportive environment for participants, their family members, staff, volunteers, and visitors
   3. Plans and supervises activities for the Adult Day Services Program which are of high quality, reflective of the individuals who attend the center and integrate best practices, evidence-based, and person centered/family centered care principles for those at varying stages dementia, older adults and are outcomes based
   4. Assists with the intake, admissions and discharge process with new families enrolling in the Adult Day Services Program as needed.
   5. In collaboration with the Associate Director organizes and implements practices to maintain adherence to all regulations and documentation of the adult day center.
   6. Serves as a member of interdisciplinary care team that assesses, develops, implements, and evaluates care plans for all participants and families enrolled in the Adult Day Services Program
   7. Maintains statistical documentation for the Adult Day Services Program as needed.
   8. Identifies, assesses, and informs the Executive Director of internal and external issues and activities that affect the organization
   9. Promotes an environment to ensure that the operations of the organization meet the expectations of its clients, board, and donors
   10. Collaborates with staff to implement and operationalize regulations, rules, and health orders for the organization.
   11. Collaborates with staff to ensure Adult Day Services is maintaining maximum census.
2. **Staff Leadership and Development**
   1. Assists with new staff orientation, staff training, motivates and mentors Dementia Care Specialists related to activity programming for the Adult Day Services program
   2. Assists with development and implementation of individual goals aligned with the organization’s goals
   3. Assists with the planning and implementation of staff education for orientation and continuing education in accordance with regulations, strategic plan, and policies of the organization
   4. Fosters effective teamwork among the staff
   5. Serves as a back-up supervisor for adult day center on an as needed basis.
3. **Volunteer Development and Management**
4. Actively engages volunteers in the Adult Day Services program.
5. Supports and engages team members in supporting volunteer plan
6. Actively engages in volunteer recruitment, engagement, retention, and recognition.
7. **Quality Assurance**
8. Identifies and report potential risks to the organization's people (clients, staff, management, volunteers), property, finances, community relationships, and image to the Executive Director and assist in the development and implementation of measures to control risks, including adequate insurance coverage
9. Assists in establishing a positive, healthy, and safe work environment that complies with all appropriate legislation and regulations
10. **Policies and Procedures**
11. Adheres to board policy decisions within the organization and procedures to ensure compliance
12. Acts in compliance with all organizational policies, procedures, standards, and applicable regulatory requirements
13. Recommends changes to existing policies as appropriate
14. Maintains and promotes client and family confidentiality and privacy
15. **Fund Development & Revenue Generation**
16. Supports the strategic direction for fund development and revenue generation
17. **Organization Outreach and Communication**
    1. Communicates with stakeholders (for example, families using services, referral sources, organizations engaged in partnerships, etc.) to keep them informed of the work of the organization
    2. Develops productive, collaborative relationships with community groups whose missions interrelate and support the organization’s goals
    3. Represents the organization as needed
18. **Other Duties and Specific Projects as Assigned**

**EDUCATION / QUALIFICATIONS / EXPERIENCE:**

**Education:** Bachelor’s degree in therapeutic recreation with CTRS accreditation or Occupational Therapy, or related degree with NCCAP certification

**Experience:**

* Background and experience (2+ years) in activity field, preferably in aging or health related arena
* Has a successful track record in successfully building teams and supervising others
* Has a strong belief in the vision of the organization to offer hope and a better quality of life for the organization’s participants, their caregivers, and staff through the promotion of the health and well-being through a family-centered and person-centered approach.
* Ability to think creatively and independently
* Experience creating, implementing and achieving/exceeding annual goals in a timely and successful manner
* Ability to work collaboratively, proactively, and positively in an interdisciplinary team
* Knowledge of neurological disorders and aging (experience and knowledge of organizations at the local, state, regional and national levels)
* Proficient in Microsoft applications and embraces technology and social media for enhancing organization performance

**COMPETENCIES:**

**MemoryLane Care Services Competencies:**

* Building Trust & Operating with Integrity
* Customer Focus
* Quality of Work
* Creativity & Innovation
* Patience
* Peer Relationships

**Leadership Competencies:**

* Initiative & Leadership
* Managing & Measuring Work
* Time Management
* Problem Solving
* Communication

**Role Competencies:**

* Building Effective Teams
* Managing Vision & Purpose

**Employee:**

Name (Printed):

Signature: Date:

**Supervisor:**

Name (Printed):

Signature: Date:

**Executive Director:**

Name (Printed):

Signature: