

**Title:** Activities Coordinator  
**Supervisor:** Administrator  
**FLSA:** Full Time, Non-Exempt  
**Location:** Daggett Crandall Newcomb Home, Norton

### **About Daggett-Crandall-Newcomb Home:**

The Daggett-Crandall-Newcomb Home is a residential community for elders who need supportive services of daily living, located on five acres of conservation land in Norton. Offering more than the typical assisted living environment, we're a small, comfortable Elder Care residence providing long term residence and short term respite care. Both include licensed nursing 24/7, amenities, delicious meals and engaging activities - all designed to keep residents active and as independent as possible.

### **Summary of Responsibilities:**

Plan and implement a monthly activity program appropriate to the interests and capabilities of residents. Program should include participatory events, educational and conversational groups and special pursuits designed to meet and maintain the social, recreational, emotional, developmental and spiritual needs of the residents. Collaborate with other departments, especially nursing and dietary, to take full advantage of all available staff skills and abilities on behalf of the residents. Regularly recruit and engage outside volunteers to enhance program offerings. Ensure smooth operation of the daily schedule.

### **JOB QUALIFICATIONS:**

High School Diploma with two to five years' experience in Activities, Recreational Therapy, Gerontology or related field. Must have the demonstrated ability to develop and implement therapeutic activity programming for individuals and groups. Ability to work cooperatively as a multidisciplinary team member is essential. Supervisory experience is helpful.

### **SPECIFIC RESPONSIBILITIES:**

- Develop and submit to supervisor an imaginative and varied calendar for the following month. Ensure distribution of monthly calendar.
- Assist in planning weekend activities and be available to implement programming on weekends as needed.
- Plan and implement holiday and special events activities.
- Lead efforts to involve various staff groups in activities program, including dietary and nursing departments.
- Regularly assess effectiveness of activities and have a willingness to edit and update activities to resident preferences.
- Ensure initial assessments, care plans and progress notes are complete meeting the regulated time lines. Share findings of meetings with residents and their families to assist other departments to better serve residents.
- Assist new residents in adjusting to community by reading charted information in advance, introducing residents to others with similar interests and encouraging participation in activities.
- Engage local community partners and volunteers to host special events and activities for residents. Seek out interested volunteers from community programs to become regular visitors to Daggett-Crandall-Newcomb, joining with the residents in story-telling, reading, gardening, games, conversation and reminiscing.
- Observe and report any change in residents' health and mental status.
- Encourage, but not force, residents to participate in the daily activities.
- Attend as assigned and actively participate in care planning and staff meetings. This includes giving input, listening to observations of other team members and following through on goals and objectives as established by the team.
- Responsible for petty cash and activity supply purchases, making economic activity purchases, ensuring that there are enough materials on hand so that programs can be carried out as planned minimizing the need for last minute purchases.
- Coordinate, organize and maintain activity supply closets.
- Complete required reports as outlined under Department of Public Health regulations.
- Responsible for supervising the smooth and safe operation of daily schedule.
- Assist participants in any way needed with the Activities of Daily Living i.e. toileting, changing clothes and cleaning up

because of incontinence, eating, ambulating; as is necessary or assigned by supervisor.

- Agree to work as assigned. Rogerson Communities is committed to providing the people it serves the highest quality of care. Given the nature of this work any and all employees will sometimes be required to work outside their regularly scheduled hours. Advance notice is not always possible, but will be given when it is.
- Other program/agency related duties as assigned by supervisor.

**Functional Requirements:**

Standing: 34% to 66% of the time

Walking: 34%to 66% of the time

Balancing: 34% to 66% of the time

Stooping: 34% to 66% of the time

Kneeling: 34% to 66% of the time

Crouching: 34% to 66% of the time

Reaching/working overhead: 34% to 66% of the time

Climbing: 34% to 66% of the time

Pushing: 34% to 66% of the time 10-20 pounds

Pulling: 34% to 66% of the time 10-20 pounds

Lifting/carrying: 34% to 66% of the time 10-20 pounds

**To Apply:**

Interested applicants can send resume, cover letter and salary requirements by one of the following options:

E-mail: [careers.rogerson.org](http://careers.rogerson.org) (Please indicate job title in subject of e-mail)

Fax: 617-469-5861 c/o HR Department

Mail: HR Department- Rogerson Communities

1 Florence Street  
Boston, MA 02131

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Rogerson Communities offers a comfortable working environment along with competitive benefits including health, dental, vision, retirement, paid time off and other benefits.