

## Village at the Harbor

### Job Description

**Job Title:** Activities Assistant and Concierge (Starting at \$20 an hour)

**Reports To:** Administrator

#### Position Summary:

Responsible for assisting the Activity Coordinator in executing activities and functions within the community. Provides transportation and escort services to Village residents and through the concierge program supporting transportation to and from medical appointments and other errands.

#### Responsibilities:

1. Adheres to and conveys a philosophy that supports the dignity, privacy, independence, choice, and individuality of tenants.
2. Supports Activity Coordinator in using information obtained from each tenant's activity and interest profile to determine which activities are of interest to the greatest number of tenants. Plans and organizes programs, events, and activities around tenants' interests.
3. Leads and/or oversees individual and group activities daily, encouraging tenant participation.
4. Documents tenant participation in group and/or individual social/recreational programs.
5. Maintains the activity storage area in a neat, clean manner. Pick up supplies after each activity and returns furniture to its original position.
6. Provides instructions and supplies for other employees, tenants, or volunteers to assist with group or individual activities.
7. Takes pictures of Community events, parties, and other special occasions.
8. Maintains and updates information pertinent to the social/activity program, including community resources, entertainment, guest speakers, volunteers, and tenant and staff birthdays/anniversaries.
9. Provide support to the Activity Coordinator in planning for local groups and

organizations to hold meetings, performances, and/or special events at the Community.

10. Organizes outings into the local community to locations of interest to tenants; ensures that sufficient staff and/or volunteers participate in the outings; makes arrangements for the provision of needed tenant services during the time of the outing.
11. Conducts and documents vehicle inspections of vehicle prior to each use to determine wear or potential maintenance issues.
12. Transports residents to scheduled appointments or outings in a safe manner according to safety standards and following company protocols. Examples would include providing transportation
13. to doctors' appointments, ensuring they are safely escorted to and from appointments, and returned to community.
14. Assists residents in/ out of appointments and ensures they are connected to the appropriate resources. Bring any medical information or paperwork back to the health services office.
15. Reports any abuse, suspected abuse, or alleged abuse to the appropriate agency(s).
16. Performs all other duties as assigned.

**Qualifications:**

1. Enjoys working with the elderly; relates well to seniors
2. Must be able to lift/ push up to fifty pounds
3. Able to lead and motivate people, excellent interpersonal skills
4. Good planning and organization skills.
5. Able to communicate well, both orally and in writing.
6. Initiative-taker; able to carry out diverse duties with minimal supervision.
7. Enjoys thinking of innovative ideas; is creative and resourceful.
8. Professional appearance and attitude.
9. Holds a valid driver's license of the appropriate type and driving record which meets the

Community insurance standards.

10. Must be willing to obtain Home Care Aide Certification and pass final exam to receive the certification from the State of Washington Department of Health.

**Education and Experience:**

Must be at least 18 years of age. High school diploma or equivalent GED. Experience in working with the elderly preferred.