



# BAY WOODS *of* ANNAPOLIS

## Recreation Associate

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### **General Summary:**

Responsible for assisting in the implementation of the schedule for the comprehensive recreational services and programs that meet the needs and interests of each resident in Assisted Living and Health Care Center. We need a part-time recreation associate every other weekend and a full-time recreation associate Sun-Thurs 9am-5:30pm and Tues-Sat 9am-5:30pm. Benefits include company matched 401k, medical, dental, vision, company paid life insurance, tuition reimbursement, and PTO.

### **Essential Job Duties:**

1. Adhere to universal precautions and sanitary safety and infection control policies and procedures.
2. Assist and provide support to the facility volunteer program, including recruiting, orienting, and training, assigning and recognizing volunteers while maintaining all electronic files associated with the program;
3. Assist with correspondence notes, as needed and posting obituary notices;
4. Maintenance of activities department bulletin boards in posting information in designated areas, records of participation in activities, records of volunteers' time and activities, appropriate and seasonal decoration and inventory of supplies for the Health Care Center;
5. Assist with the therapeutic recreational program to include mental and physical stimulation that will help to overcome specific disabilities while creating a desirable social environment to include 2 family events yearly and outings/scenic trips to include transportation weekly;
6. Communicate with the Therapeutic Recreation Coordinator regarding programming; provide suggestions and other pertinent information to ensure successful programming and services;
7. Provide assistances to create email blast and announcements and keep residents, staff and families informed of scheduled activities; distribute the calendars, newsletters and mail to resident's room or cubbies; and ensure all common areas for programming areas are kept clean, neat and organized;
8. Visit residents, especially those unable to participate in group activities; and
9. Attends in-service training and education sessions, as assigned.
10. Familiarity with emergency procedures and may be required to assist with evacuations.

### **Other Duties:**

1. Operates as a member of a team both within the department and across departments.
2. Performs other work duties and responsibilities as assigned.



**Qualifications:**

1. Ability to understand and follow instructions in English, communicate effectively, and perform simple arithmetic. Ability to understand measurements and conversions.
2. High School graduate. College graduate or equivalent with knowledge of the practical application of recreation service programs preferred.
3. Must have a valid Maryland driver's license and be insurable.
4. Must be able to relate positively and favorably to residents and families and to work cooperatively with other associates and personnel of other community agencies at all levels.
5. Must be capable of maintaining regular attendance.
6. Must meet all local health regulations.
7. Must be certified in First Aid, CPR and AED training.
8. Operate as a member of a team both within the department and across departments.
9. Performs other work duties and responsibilities as assigned.

**Physical Requirements/Working conditions:**

Frequent standing, stooping, bending, stretching, squatting; must be able to stand/walk for up to 70% of the work day; must be able to lift, transfer, turn and position residents weighing up to 125 lbs. unassisted, or with the assistance of one for a resident weighing over 125 lbs. May be subjected to offensive odors and combative behavior. Must be able to lift and carry up to 20 lbs. frequently and 50 lbs. occasionally. May be exposed to communicable diseases including the HIV and HBV viruses. Must be able to work paying close attention to detail with frequent interruptions. Slip resistant shoes must be worn.

Please state the position you're applying for and send your resume to [wbaker@baywoodsofannapolis.com](mailto:wbaker@baywoodsofannapolis.com).