

## JOB DESCRIPTION

- Position:** Activities Coordinator for Lynn House of Potomac Valley, Inc.
- Organizational Relationships:** Works closely with and reports to the Residential Program Administrator. Also works closely with the Director of Christian Science Nursing (DCSN) and Residential Assistants (RA's).
- Summary:** Provides activities for our residents, patients, and other guests – encouraging a sense of normalcy and purpose.
- Engages in one-on-one time with residents and patients.
- Expresses creativity and joy in planning and overseeing the activities.
- Assists with decorating Lynn House with seasonal touches that express beauty throughout the facility.
- Covers the front desk during the Administrative Coordinator's lunchtime.
- Supports the Lynn House Mission and is daily expectant of Christian Science healing.

**Exempt position:** Full Time - 40 hours

- Normally works Monday through Friday 10AM to 6PM, but can adjust days and hours as needed to assist with activities.
- Eligible for 403(b) retirement plan after 700 hours of employment.
- Eligible for Holiday and Personal day benefits after 90 days of employment.
- Eligible to purchase mid-day meal at the staff rate.

**Job duties:**

- Works in partnership and cooperation with the Residential Program Administrator regarding the Activities program in order to offer activities that are inspiring, uplifting and joyful.
- For the Christian Science Nursing Department
  - Reviews Daily Census form to know who new patients and guests are.
  - Seeks daily direction from the Director of Christian Science Nursing (DCSN) and
    - Meets and greets all new patients and orients them to Activities program as appropriate.
    - Greets new R&S guests if directed to do so by DCSN. Orients them to activities that are available to them.
    - Visits patients, with daily pre-approval of the DCSN, on a regular basis. Provides one-on-one support that may include metaphysical reading and other activities as appropriate – offering a balance of activities that include inspirational,

educational and recreational, all designed to provide a progressive expression of normalcy.

- Conducts activities for patients in groups as appropriate, with or without a volunteer guest or employee to assist. Stays and supports entire activity.
- Sets up Bible Lesson in Common Room by 10:45AM daily. Stays during hymns & Responsive Reading to help patients and residents with hymns, turning pages, etc.
- When asked by DCSN, the Activities Coordinator is responsible for adding a seasonal decorative touch to the hallway bulletin boards adjacent to the CS Nurses Station and outside the Conservatory.
- For *The Residences* residential and assisted living program –
  - Schedules a minimum of 14 hours of weekly activities for residents ensuring a balance that includes inspirational, educational and recreational programs—all designed to provide for a meaningful use of the resident’s talents, interests, abilities and time.
  - Maintains a list of ideas for impromptu activities.
  - Conducts activities for residents in groups with or without a volunteer guest or employee to assist. Stays and supports entire activity.
  - In consultation with the DCSN, the Activities Coordinator takes individuals or groups on outings in the community (to events or for a meal), using a Lynn House vehicle.
  - Attends 16 hours of mandatory training each year to satisfy requirements for program licensing. (This may be in-house or off site within the community.)
  - Attends other trainings and workshops at facility as required for program licensing.
  - Drafts and posts a monthly activity calendar and weekly detailed calendar of events.
  - Responsible for designing and changing the residential wing hallway bulletin board on a regular basis. Must meet regulatory requirements in doing so.
  - Responsible for maintenance of bird watching program for The Residences including periodic cleaning of bird bath and feeders, purchase and re-stocking of seed and supplies.
  - Responsible for taking care of plants around TR deck, sweeping the TR deck as needed, watering the TR garden area and dead-heading plants.
- For both Residential and CS Nursing
  - Responsible for rental of and/or purchase and maintenance of tapes/CDs and DVDs for use in The Residences and the Christian Science nursing department.
  - Maintains movie database/spreadsheet regarding films viewed and reviewed by guests and staff.
  - Maintains DVD/VHS collection in good order.
  - Works with the facility Librarian and Administrative Coordinator to ensure that there are current periodicals/CDs/etc. for the use of residents, patients and guests.

- Maintains supply of current literature (both Christian Science periodicals and secular magazines, etc.) to take to patient rooms during regular visits.
- Responsible for door decorations for residential and CS nursing rooms and all office doors and other locations throughout the facility, as appropriate.
- Responsible for seasonal tray favors, when appropriate.
- For Administrative Coordinator
  - Provides 45 minutes of daily lunch time coverage of the front desk and telephones, at a time mutually decided upon. At all times maintains HIPAA and other ethical considerations for privacy and confidentiality of callers and visitors.
  - Covers the desk in emergencies as needed.
  - Assists Administrative Coordinator in organizing Volunteer Luncheon.
- For Staff Activities
  - When asked, helps plan activities for staff – picnics, holiday parties, and other events. (In doing so, works closely with Executive Director, DCSN, and Residential Program Administrator).
  - Responsible for shopping for such events when asked.
  - Responsible for “running” such events when asked.
  - Works with Facility Services Manager to purchase holiday plants and trees.
- Coordinator for Volunteers
  - Maintains list of volunteers. (This is separate from volunteers who read at Christian Science services at Lynn House) and calls upon them as needed (ie. care rides in the community, “program/event” speakers, etc).
  - Shares list with Administrative Coordinator for “Thank You Event” planning purposes.
- Enrichment Luncheon Coordinator
  - Plans annual Enrichment Luncheon, in close coordination with Executive Director, Assistant Executive Director, Director of Outreach, and DCSN.
  - Arranges for speaker, sets date, and determines invitees.
  - Oversees invitations and transportation arrangements for guests.
  - In coordination with Assistant Executive Director and DCSN, orders food and makes room arrangements.
- Serves as facility Concierge
  - Works closely with DCSN in offering this service, which includes purchasing needed items for patients, residents and Rest and Study guests.
  - Does extra shopping, picks up dry cleaning and runs other errands, using a Lynn House vehicle as needs arise.
- Works within Activities department budget.
- Keeps Activities Office and craft/storage room clean and in good order.
- Keeps Give-Away area of Staff Dining Room tidy.
  - Discards unwanted items in a timely manner (1 to 2 weeks) and restocks card basket.

- Attends administrative and other meetings as required by job.
- Other duties as assigned.

Qualifications for position:

- Good communication and people skills.
- Maintains flexibility, poise and grace in challenging circumstances.
- Demonstrates the highest moral and ethical standards and ability to maintain confidentiality.
- Expresses a demonstrable knowledge of Christian Science practice.
- Expresses a sense of order and timeliness in completion of duties.
- Ability to work easily in Microsoft Office Suite and related software including use of Outlook for internal e-mails and calendaring – and with the LH telephone system and office machines.
- Maintains a valid Driver’s license and up-to date automobile insurance
- An understanding of The Manual By-Law for the Christian Science nurse (Article VIII, Section 31).
- A minimum of Level I Christian Science Nurses training (This may be achieved after being hired.)
- High School graduate or GED – Age 18 or older
- Membership in The Mother Church
- Membership in a Branch Church of Christ, Scientist
- Class instruction in Christian Science

Received by: \_\_\_\_\_ Date: \_\_\_\_\_