



Activity Coordinator

Naperville Senior Center Adult Day Services is seeking an **Activity Coordinator** for our Naperville North Facility

POSITION SUMMARY: Under the direction of the Executive Coordinator, the Activity Coordinator is responsible for the scheduling and directing the daily activities of Naperville Senior Center. In addition, the Activity Coordinator participates as a member of the Sites interdisciplinary team, which develops and implements care plans.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and implements activity programs that meet the individual and group needs of members, in conjunction with the Executive Coordinator.
- Supervises and Directs CNAs and Assistants in carrying out program activities, and regularly updates the Executive Coordinator on personnel issues.
- Maintains accurate and up-to-date monthly notes, on a weekly/monthly basis.
- Develops member centered activity plans, which are an integral part of the Center's interdisciplinary case plan.
- Develops monthly activity schedules, and plans and schedules activities and social events.
- Organizes and schedules outside/ancillary activity therapies.
- Participates in a quarterly review of care plans.
- Collaborates with the Registered Nurse in developing and implementing the plan of care for each member.
- Certified in CPR and First Aide.
- Any other tasks assigned by supervisor.

Requirements/Qualifications:

Academic qualifications in the area of: expressive therapy, music or art education or therapy, physical education or special education. Direct experience in Activities, with experience in working with elderly or disabled adults. A strong commitment to promoting the well-being and health of others. Candidate will be able to lead groups and individuals in caring and enthusiastic manner. Able to communicate effectively with others. Candidate must have a minimum of two years' experience working with adults in a health care setting in a professional position. Must be familiar with Microsoft Word, Excel, Publisher and Outlook. Unless otherwise agreed upon by employer, employee must have a valid driver's license. Furthermore, employee shall have use of own vehicle during working times and insurance as a driver of that automobile.