

## **JOB DESCRIPTION – Activities Care Companion**

The primary obligation of all WestHaven Ministry employees is to provide excellent personalized care to all of our residents in the context of a Christ centered residential community. All residents will be treated with respect and dignity. Residents' rights will be protected and upheld at all times. Communication with residents, families, and health care professionals will build and maintain the reputation of WestHaven as a competent long term care facility whose care standards meet or exceed those of the residential elder care industry and whose business ethics uphold the highest standards of an authentic Christian faith.

**JOB TITLE:** Activities Care Companion (ACC)  
**REPORTS TO:** Director of Staff Development (DSD)  
**STATUS:** Non-exempt position paid an hourly wage.

### **POSITION SUMMARY:**

*The ACC has primary responsibility for the daily activities program and resident interaction, in coordination with the ATC.*

### **THREE ESSENTIAL FUNCTIONS of the ATC:**

#### **Function #1 – Daily Activities Leadership & Resident Engagement**

*The ACC is the daily leader in resident activities and resident involvement.*

- Leads daily activities per the published activities calendar - starting and ending on time.
- Coordinates decorating of designated dining commons and activities spaces for seasonal themes and special events per the monthly Theme Décor Ideas planner.
- Encourages resident participation in daily activities and special events by making personal invitations before activities begin and prompting for participation during activities.
- Adapts activities to interests and abilities to insure that all residents have an opportunity to participate.
- Obtain supplies as needed under current policy for making purchases and secures such supplies in the designate activities storage area(s). Cleans up affected areas after each activity.

#### **Essential Function #2 – Documentation**

*The ACCs are responsible for providing accurate and accessible documentation of resident participation.*

- Maintains current Activities Participation Logs, Monthly Theme Décor Ideas, and Worksheets for Calendar and Newsletter binders.
- Coordinates collection of participation information from staff and volunteers assigned to provide activities to residents and transfers this information to the monthly Activities Participation Logs.
- Files, archives, and/or shreds records as directed by the DRS or the ASC.
- Maintains accurate Resident Transportation Request forms and routes to ASC for proper billing.
- Create, coordinate, and deliver or mail notes and cards on time for resident and/or staff birthdays, sympathy, thank you cards and other special occasions.

#### **Function #3 Personal Care & Attending**

*ACCs provide secondary personal care and attending to residents who require moderate to maximum assistance with activities of daily living and mobility.*

- Prepares residents scheduled to leave the premises for scheduled appointments and or on site visits from family and service providers as directed by the PCA MedTech or Director of Resident Services.
- Provides assistance with scheduled resident toileting, perineum care, hygiene, skin care, and support for episodic incontinence as the need arises.
- Provides assistance with resident mobility and transfers according to approved assistance protocols.
- Provides close monitoring of assigned residents with at risk behaviors (i.e. fall risk, aggression, etc.)
- Meets all minimum licensing training requirements for actual job performance as assigned to the position.

### **ADDITIONAL RESPONSIBILITIES:**

- Supports, as needed, the work of the Personal Care Attendants and/or Environmental Services Workers to include resident assistance with toileting, mobility, transfers, etc.
- Provides administrative and/or marketing of special events under the direction of the Administrator.
- Prepares and files forms and records as needed for licensing, insurance and other service providers, etc.
- Performs other duties as assigned.

### **QUALIFICATIONS:**

- Must profess a personal faith in Christ as Savior and have demonstrable evidence of the power of the Spirit of God over all matters of faith and conduct.
- Health screening or physical examination within six (6) months prior to employment, under or by a physician, which shows good general health; free from communicable disease; free of disabilities which would adversely affect the resident population to be served; and be physically, mentally, and occupationally capable of performing assigned tasks. (Health screening form will be provided.) Also must have a negative TB test. All must be on file within 7 days of start of work.
- Clear criminal record and fingerprint clearance prior to initial presence in facility.
- Drug free. Willing to submit to any drug screening as requested or required.
- Possession of valid Basic First Aid certificate.
- Must be 18 years of age.
- Must have current CA driver's license and a clear DMV record.
- Knowledge of and ability to conform to applicable laws, rules, and regulations under Title 22 for RCFE.
- Must possess excellent communication skills.
- Ability to handle confidential information.
- Ability to accept direction and work as a team player.
- Ability to conduct himself/herself in a pleasant, cooperative, and courteous manner.
- Ability to read, write, and speak English.
- Must meet the physical requirements of WestHaven Assisted Living as outlined in the Ministry Staff Essential Functions & Physical Requirements.

### **EXPERIENCE/EDUCATION/LICENSES/SKILLS**

- High School Diploma required. Some college or technical training preferred.
- Minimum of 6 months' experience in planning activities for special needs or elderly populations preferred.
- Ability to prepare accurate written communications using word processor(s) and/or publication software.