



## La Salle County Nursing Home

The Home with Heart

### Job Posting: Notice of Vacancy

La Salle County Nursing Home is hiring the following job classification.

Classification: Activity Aid

Starting wage: \$17.75 hourly

Full-time/shifts, expected to work: 8:00 AM-4:30 PM or 11:00 AM-7:30 PM

Health, Dental, and Vision Insurance after (3) Months

Fully Paid Life Insurance After (3) Months

Illinois Municipal Retirement Plan Twelve

(12) Paid Holidays Per Year Twelve

(12) Paid Sick Days Per Year Vacation: One (1) week (40.00 hours) after One (1) Year Two (2) weeks (80.00 hours) after Two (2) Years

After 6-months Uniform Allowance from start date. (Union employees only)

See Job Description for Duties, Minimum Qualifications and Physical Demands

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Interested persons should apply in person; applications are available at the Business Office.

La Salle County Nursing Home Attn: Sue Egan - Admin. Asst. / HR 1380 N 27th Road Ottawa IL 61350 P: 815.433.0476 F: 815.434.7141 email:segan@lasallecountyil.go

# LaSalle County

## Job Description



**Job title:** Activity Aide

**Work Location:** Nursing Home

**Division/Department:** Nursing Home/Activities

**Reports to:** Activity Director

**Employment Classifications:**  
 Full-time  Part-time  
 Exempt  Nonexempt  
 Salaried  Hourly  
 Bargaining Unit

**Salary Grade:**

**Current Employee holding position is:**  
\_\_\_\_\_

**Essential Duties and Responsibilities:**

Responsible for assisting the Activity Director in carrying out scheduled activity programs in accordance with current Federal, State and Local standards, guidelines and regulations, and our established policies and procedures. Responsible for leading structured group programs daily as well as engaging those unable to attend group programs with room/1-1 visits. To assure that an on-going program of activities designed to meet, in accordance with the comprehensive assessment, the interests and the physical, mental, and psychosocial well-being of each resident is maintained.

- Responsible for encouraging the daily participation of residents in group, 1-1, and individual activities.
- Responsible for offering and providing materials for residents' own independent leisure activities upon request.
- Responsible for reading and staying updated on resident care plans and utilizing interventions listed in those care plans.
- Assist in initial, quarterly, annual, change of condition and 1-1 documentation.
- Responsible for logging residents' daily participation in activity programs.
- Assist with assessing the needs, preferences, and orientation of newly admitted residents.
- Assist in making recommendations to the Activity Director concerning the operation of the department.
- Alert the Activity Director and other applicable supervisors and staff to sudden changes/declines in residents' conditions and/or participation in activity programs.
- Create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout the facility to ensure a positive quality of life for residents.
- Recommend equipment and supply needs to the Activity Director as needed.
- Assist in resident transports when necessary.
- Sanitize activity supplies regularly to prevent the spread of germs and bacteria and ensure the health and safety of residents, staff, and visitors.
- Ability to improvise and adapt to sudden changes in scheduled activities due to cancellations or emergencies.
- Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual.

**Education and/or Work Experience Requirements:**

- High School Diploma or equivalent required.
- Excellent verbal and written communication skills including the ability to effectively communicate with residents, families, volunteers and visitors.
- Basic computer skills required.
- Must be able to operate office equipment.
- Must be 22 years of age.
- Valid IL driver's license necessary to operate bus/car to transport residents for program activities.
- Knowledge of Point Click Care preferred.
- Ability to follow direction and work independently.

- Team player with willingness to support departmental success.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position requires sitting (1-2 hrs.), standing/walking (6-8 hrs.) and use of the hands and fingers for typing/keyboard. This position may experience occasional stooping, crouching, bending, pushing, pulling, twisting, squatting, and climbing, reaching and grasping movements. Defined Light Work - May require exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Close visual acuity required to perform activity such as preparing and analyzing data and figures; viewing a computer terminal.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The worker is subject to both environmental conditions; activities occur inside and outside. While performing the duties of this position, the employee is subject to normal consistent temperatures. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities

**LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.**

**This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.**

**I have read, reviewed and agree that this job description accurately reflects the position.**

**ACKNOWLEDGEMENT**

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

**Print Employee Name:**

**Employee signature:**

**Date:**

**Supervisor signature:**

**Date:**