



NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.

JOB ANNOUNCEMENT

ACTIVITIES COORDINATOR

DATE POSTED: JANUARY 23, 2015 **APPLICATION DEADLINE:** OPEN UNTIL FILLED

Range:	42.01	Union Status:	Non- Union
Starting Pay:	\$16.55 p. hr.	No. of Weeks:	52
Hours of Work:	M-F 11:30 am- 4:30 pm <small>*Hours may vary not to exceed 28 hrs per week</small>	Status/ Hours:	Part Time/ Non- Exempt
Location:	851 S. 35 th St. SD, CA 92113	Dept. Program:	Adult Day Health Care

Basic Job Assignment:

Under immediate supervision of Program Director – ADHC, develops and implements therapeutic recreational activities and special events for ADHC clients; and performs related work as required within a person centered care service delivery model.

Employment Requirements:

The ideal candidate is a self-motivated, independent worker who possesses a solid knowledge and understanding of therapeutic recreational activities; Concepts and scope of occupational therapy and its relationships to other health care professions, roles and functions; Roles and functions of the occupational therapist and occupational therapist assistant; Medical and legal aspects of occupational therapy care; Basic principles of therapeutic exercise; Use of adaptive equipment; Basic recreational and activities planning and coordination; Ability to Appropriately apply the knowledge outlined above in the care of clients; Maintain accurate written records, charts and reports of patient activities and progress; Establish and maintain effective working relationships with clients, care givers and fellow staff members; Communicate effectively, both orally and in writing; Instruct patients and families on basic occupational therapy techniques; Organize, set priorities and exercise sound independent judgment within areas of responsibility; Exercise tact, objectivity, sensitivity, strategy and judgment in dealing with a variety of people in a variety of situations; Demonstrate enthusiasm and motivate clients; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform work on multiple, concurrent tasks; Operate a computer using word processing and publishing applications and operate other standard office equipment; Understand and follow written and oral instructions; Correct English usage, including spelling, grammar and punctuation; and has demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.

Qualifications:

- A current, valid Occupational Therapy Assistant License issued by the CA Board of Occupational Therapy (Failure to maintain such license will be cause for termination); **OR**
- Designation as an Art, Dance, Music, or Recreational Therapist; **OR**
- Have a Bachelor's degree in Social Work;
- Must pass a physical examination relevant to the position and obtain a TB clearance. CPR Certification and adult first aid certification are required within 6 months of hire date.



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Physical and Mental Demands:

While performing the duties of this job, the employee is regularly required to:

- Sit, walk or stand for long periods of time;
- Talk or hear in person;
- Use hands to finger, handle, feel or operate standard exercise and office equipment;
- Reach with hands and arms;
- Lift or push more than 100 pounds
- Close vision and the ability to adjust focus.
- The employee may have occasional contact with abusive and physically violent clients.

Example of Major Functions:

- Conducts new client's activities assessment and reassessments, prepares and updates activities plan (TARs) and ensures that plan is implemented;
- Develops, conducts and/or supervises ECC instructors and other staff in leading recreational games, craft classes and other recreational activities (e.g., horseshoes, singing and discussion groups);
- Plans and leads field trips for small groups of clients;
- Plans and puts on monthly holiday and birthday parties;
- Assists clients and other staff with general ADHC duties;
- Assists in preparation and/or serves daily lunches to clients;
- Assists with snack distribution;
- Transfers and assists participants with walking and other needs;
- Performs various administrative functions associated with the program/s, including updating bulletin boards with activities-related information on a regular basis, preparing monthly calendar and designated section of monthly newsletter, taking attendance and providing other departments with daily attendance records, preparing and updating individual clients' progress notes, and, with Director's approval, purchasing activity-related items.



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APPLICATION SUBMITTAL INSTRUCTIONS:

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41st Street, San Diego 92113; or on the Agency website at www.neighborhoodhouse.org. Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/ emailed to: recruiting@neighborhoodhouse.org.

Applications must be fully completed (per instructions), signed, and dated when submitted. Any applicable supplemental application questions must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your degree transcripts, diploma, or foreign equivalency report and/ or certification to your application. If you are selected for further consideration official degree transcripts may be requested. Please only submit the documents required.

NOTE: Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case by case basis.



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HOW DID YOU HEAR ABOUT THIS POSITION WITH THE NEIGHBORHOOD HOUSE

- ☐ NHA Website (www.neighborhoodhouse.org)
- ☐ Jobing.com
- ☐ Indeed.com
- ☐ Edjoin.org
- ☐ Jobs @ Head Start
- ☐ NPworks.org
- ☐ Caljobs.ca.gov
- ☐ Backpage.com
- ☐ CALSAC.org (CA School Age Consortium)
- ☐ Community College or University Website: _____
- ☐ Employee Referral: _____
- ☐ Other: _____

BENEFITS:

Eligible positions receive the following benefits: Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

INTRODUCTORY PERIOD:

All regular appointees serve 6 months introductory period.

CITIZENSHIP/IMMIGRATION STATUS:

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

Please note that offers of employment are only valid if they are made by the Human Resources Department



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