

Helen Purcell

## Job Opportunity

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Date Posted: 7/14/22

Application Deadline: UNTIL FILLED

Department: Life Enrichment

Position: Activities Associate

Status: Part Time (Hours Will Vary)

Salary: \$11.00 per hour

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### Minimum Qualifications:

Must be able to transfer residents in and out of wheelchairs. Must be able to push wheelchairs and large carts.  
Must be able to maintain balance while assisting residents on the wheelchair lift.

### Essential Job Duties:

1. Maintains regular attendance by working all shifts as scheduled.
2. Assists in planning, coordinating and presenting therapeutic Life Enrichment Programs on a daily basis.
3. Makes certain all Life Enrichment activities begin as scheduled.
4. Visits one-to-one with residents who do not otherwise participate in Life Enrichment Activities.
5. Assists residents to and from Life Enrichment Programs.
6. Reports any changes in resident behavior, safety hazards or procedural difficulties to the Nurse on duty.
7. Helps develop and distributes monthly Life Enrichment calendars on designated display boards.
8. Maintains a Daily Attendance Chart for each resident.
9. Displays thematic/holiday decorations throughout Helen Purcell.
10. Attends and participates in staff meetings, in-service training programs, and other meetings as assigned.
11. Assists in maintaining equipment; reporting damaged or broken equipment to supervisor.
12. Uses all equipment in a safe and responsible manner.
13. Maintains and respects residents' and staff's confidential information.
14. Drives Helen Purcell's vehicles to provide safe and courteous transportation of residents, as required.
15. Assists residents as needed during outings.
16. Follows all policies and procedures as issued by Helen Purcell.
17. Performs other related duties as assigned.

**Certifications:** Valid Ohio Driver's License

### Preferences:

STNA Certification

Currently trained in First Aid and CPR

**Internal Applicants:** Submit letter of interest before the posting deadline

**External Applicants:** Please Submit Application and Resume via mail, Fax, in person or via our web-site by the application deadline to:

Helen Purcell Attn:

Missy Miller

1854 Norwood Boulevard  
Zanesville, OH 43701 FAX:

Web site: [www.helenpurcell.org](http://www.helenpurcell.org)

Helen Purcell is an Equal Opportunity Employer

12/28/16