



Lincoln Glen
A CARING COMMUNITY
FOR SENIORS

2671 Plummer Ave., San Jose, CA 95125
(408) 265-3222; Fax (408) 265-2839
LGMANOR.ORG

EMPLOYMENT OPPORTUNITY – Activity Leader/Recreation Assistant

Status: Full Time and Part time Positions Available

Availability: Availability including some evenings, weekends and holidays.

As a member of the Activities Team, the Activity Leader sets up, leads, and encourages involvement in daily scheduled activities, small groups, and individualized activity visits for elderly residents of our Skilled Nursing, Assisted Living and Memory Care facilities. Under the direction of the Activity Director, Activity Leaders/Recreation Assistants are responsible for transporting residents to/from activities, documenting resident activity involvement, decorating the facility, and assisting with special and seasonal events throughout the year. They provide friendship and demonstrate professionalism to residents, family members and staff while collaborating with team members to deliver a program of enriching and meaningful activities to clients.

Essential Duties & Responsibilities:

1. Set up, lead and participate in activities for elderly clients; conduct small group activities and exercises; assist clients to maximize their participation in activity programs.
2. Work cooperatively with other members of the activity team to implement daily activity programs on schedule.
3. Offer 1:1 activity participation to clients.
4. Document client activity participation on a daily basis.
5. Promote a warm, friendly, and safe program environment for clients, ensuring all safety and infection control measures are followed.
6. Support other staff members and direct volunteers on the program floor.
7. Assist with inventory, maintenance, and storage of program equipment and supplies.
8. Assist Activities Director in all activity duties as needed.
9. Assist with Music and Memory Program.

Qualifications:

Education: High school diploma preferred. This is a good opportunity for students majoring in healthcare fields, the arts, recreation therapy or social work.

Experience: No experience required.

Required Knowledge, Skills and Abilities:

1. Ability to multi-task, prioritize and solve problems

2. Courteous and personable manner with co-workers and clients, comfortable working with elderly clients.
3. Effective in oral and written English, comfortable leading/speaking to groups.
4. Ability to cooperate with senior management, staff and volunteers.
5. Self-motivated, creative, with high energy level and desire to succeed in chosen career path.
6. Comfort with high degree of confidentiality mandated by working with client population.
7. Health screening and TB test to be provided by the facility.
8. Fingerprint and FBI clearance as required by state licensing.

Physical Requirements:

1. Ability to walk, stand or sit for extended periods of time.
2. Ability to lift/move equipment, push wheelchairs.