

<p align="center"><b>JOB DESCRIPTION: SPURWINK SERVICES</b></p>	<p align="center"><b>ACTIVITIES TECH</b></p>
<p><b>Effective Date: 09/06/18</b></p>	<p><b>Revised: 08/20/19; 06/23/21</b></p>

\*Denotes and Essential Function

**Title:** Activities Tech

**Category:** AS1

**Code:** ACT TCH

**Education and Experience Required:** High school diploma or G.E.D. CNA certification is required within six months of employment (must remain in active and in good standing on CNA registry). Must complete CDS curriculum within the first six months of employment. It is required that they will participate in designated in-service training programs and ongoing training is required. Basic computer / word processing skills are required. Valid Maine driver's license. Previous experience working with developmentally disabled adults.

**Minimum Physical Requirements:** Must be able to go up and down stairs, bend, lift, push, and pull. Provide physical restraints if needed, be able to use mechanical lifts, and wheelchair tie downs in vans.

**Duties and Responsibilities of the Position:** The Activities Tech provides direct support that contributes to the health and well-being of an individual either in their residence or in the community. The Activities Tech is a CNA who must be able to perform all tasks on The State of Maine Board of Nursing CNA skill list, as delegated by a licensed nurse. The Activities Tech provides support that enables an individual to live in and be a part of their community. The Activities Tech provides active treatment according to the ICF/IID Regulations and individual PCP. The Activities Tech assists individuals with managing safe and responsible behavior, communication, and utilizing coping skills. The Activities Tech teaches a variety of skills as identified in the Person Centered Plan (PCP) under the direction of the QIDP, and provides positive role modeling. In cooperation with the Social Services/Activities Coordinator (SS/AC), they assist individuals with interpersonal skills, and development of family relationships, peer relationships and community relations. The Activities Tech enhances personal development by supporting individuals in personal activities and opportunities that enrich their lives. In cooperation with the SS/AC, DT, DTC, and dietary staff the Activities Tech coordinates events and activities.

- \* 1. Provides and supports individual, group and community activities.
- \* 2. Works with QIDP in planning activities.
- \* 3. Provides the appropriate level of supervision of the individuals as identified in the PCP during all activities.
- \* 4. Encourages independence during activities.
- \* 5. Communicates with other departments to assure needs will be met during planned activities.
- \* 6. Assures the procurement of adequate supplies to do the activities.
- \* 7. Contribute meaningful observations, useful information, suggestions and ideas to meet the needs of each individual related to their leisure and recreational activities.
- \* 8. Follow the person-centered plan, focusing on the development of recreational and leisure skills for each individual.

- \* 9. Represent one's self professionally both in written and verbal communication with co-workers, supervisors, families, caseworkers, community, and others involved in the individual's lives.
- 10. Serve as a positive role model to individuals.
- 11. Maintains all activity related areas.
- 12. Independently seek supervisory input when needed and provides meaningful feedback.
- 13. Maintain clear, concise, and current documentation including that, which pertains to progress reports, GER's, ISP documentation and other requirements.
- 14. And, other duties deemed appropriate to the position by supervisory staff.

**Immediate Supervisor:** QIDP.

**Immediate Subordinates:** None.

**Job Status:** Non-exempt.

**Other:** As employees of Spurwink, Activities Tech are expected to adhere to the policies and procedures of Spurwink. Keep client health care information confidential, and in all other ways comply with Spurwink's policies and procedures implementing the Health Insurance Portability and Accountability Act (otherwise known as HIPAA). Due to the nature of the work, staff at Spurwink are required to be trained initially and annually in good health practices, communicable illnesses, and universal precaution procedures. The Activities Tech must maintain a current Maine driver's license and a clean driving record in accordance with Spurwink's driving policy

**General Sign Off:** The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date