

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE
ANNOUNCEMENT OF VACANCY**

Posting Dates: 09/03/2021 – 09/13/2021

RESUMES ARE ACCEPTED UNTIL THE POSITION IS FILLED

Agency: Butler County Care Facility	Job Title: Activity Aide
Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/>	Bargaining Unit Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Overtime Exempt Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Salary: \$11.00 per hour
Work Location: 1800 Princeton Rd., Hamilton	Hours of Work: full-time, flexible hours, 37.5 hours per week

Essential Functions:

- 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 established Butler County policies and procedures.
- Assist in making recommendations to the Activity Director concerning the operation of the department.
- Assist with assessing the needs, preferences, and orientation of newly admitted residents.
- Responsible for leading structured group programs daily as well as engaging those unable to attend group programs with room/1-1 visits.
- Initiate on-going program of activities designed to meet the interests, physical, mental, and psychosocial well-being of each resident in accordance with the comprehensive patient assessment.
- Responsible for encouraging the daily participation of residents in group, 1-1, and individual activities and logging residents' daily participation in activity programs. Alert the Activity Director and other applicable supervisors and staff to sudden changes/declines in residents' conditions and/or participation in activity programs.
- 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.
- Recommend equipment and supply needs to the Activity Director/Activity Coordinator as needed.
- Assist in resident transports, if possess a valid driver's license and is appropriate.
- Sanitize activity supplies regularly to prevent the spread of germs and bacteria and ensure the health and safety of residents, staff, and visitors.
- Other duties as assigned.

Required Qualifications:

Education

- High School Diploma or equivalent required, and
- Knowledge of Point Click Care preferred.

Experience

- 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.

- Minimum Acceptable Characteristics:

- Ability to 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.
- 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 Care Facility and County's Safety Policy and Procedure Manuals.
- Must be able to push, pull, move, and/or lift a minimum of 25 pounds to a minimum height of 5 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 50 feet.
- Must be able to read, write, speak and understand the English language.

Selection Procedure: Resumes and Interviews

Submit Cover Letter and Resume to:

Butler County Commissioners Personnel Office
315 High Street, Suite 640
Hamilton, OH 45011
or by email to: resumes@bcOhio.us

(PLEASE INDICATE JOB TITLE IN SUBJECT LINE.)

BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS

Pursuant to the ADA Amendments Act of 2008, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

AN EQUAL OPPORTUNITY EMPLOYER