

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

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

**RESUMES ARE ACCEPTED UNTIL THE POSITION IS FILLED**

<b>Agency:</b> Butler County Care Facility	<b>Job Title:</b> Activity Director
<b>Classified</b> <input checked="" type="checkbox"/> <b>Unclassified</b> <input type="checkbox"/>	<b>Bargaining Unit</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Overtime Exempt</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Salary:</b> \$15.97- \$22.56 per hour
<b>Work Location:</b> 1800 Princeton Rd., Hamilton	<b>Hours of Work:</b> 40 hours per week, some evenings and weekends

The Activity Director evaluates, plans, organizes, develops, supervises and directs the overall operation of the facility activity programs in accordance with all governmental regulations, industry standards/guidelines and County policies and procedures. The Activity Director assures the on-going program of activities is in accordance with each resident's comprehensive assessment and serves the best interests and the physical, mental and psychosocial well-being of each resident.

**Essential Functions:**

- Must possess comprehensive knowledge of current federal and state regulations, industry standards/guidelines and County policies and procedures.
- Meet and exceed professional standards of practice recognized within the industry.
- Plan, develop, organize, implement, evaluate, supervise and direct the activity programs of the Care Facility.
- Participate in completion of the activities component of patient's comprehensive assessment, development and implementation of activity care plans for resident assessments and discharge planning. Review and assess resident's activity care plan as needed, at least quarterly.
- Review department policies and procedures, at least annually. In collaboration with the Care Facility Administrator, participate in developing and implementing recommended changes.
- Perform administrative functions, such as completing necessary forms, reports, and other documentation and submit appropriate paperwork to the Care Facility Administrator as instructed and required. Ensure that all charted activity progress notes are accurate, informative and descriptive of the services provided and of the resident's response to said services is documented.
- Make written and oral reports/recommendations to the Care Facility Administrator concerning the operation of the activity programs.
- Involve residents and families in planning facility activity programs and creating objectives and goals for the residents.
- Visit bedridden residents to provide company, comfort and care. Assist with writing letters, running errands, making appointments, etc., as necessary.
- Assist in arranging transportation to other sites and facilities, when necessary.
- Coordinate activities with other departments and agencies, as necessary.
- Determine departmental staffing needs and maintain staff schedule to meet the assessed needs of the residents. Provide all supervisory oversight to departmental staff, including but not limited to Activity Coordinator and/or Activity Aide(s).
- Additional duties as assigned.

**Required Qualifications:**

**Education**

- Must possess a minimum of two (2) years' college. Degree preferred, but not required.

**Experience**

- Must be a qualified therapeutic recreation specialist or an activities professional licensed by Ohio and eligible for said certification; or
- Must have a minimum two (2) years' experience in a social or recreation program within the last five (5) years, one of which was full-time in a patient activities program in a health care setting; or
- Must be a qualified occupational therapist or occupational therapy assistant; or
- Must have completed a training course approved by the State of Ohio (i.e. ADC).

**Minimum Acceptable Characteristics:**

- Must demonstrate the knowledge and skills necessary to provide care appropriate to the age-related and medical-related needs of the resident population.
- Must possess the ability to deal tactfully with personnel, residents, family members, visitors, governmental personnel and the general public.
- Must have patience, tact, cheerful disposition and enthusiasm, as well as be willing to handle resident based on whatever maturity level they possess.
- Must be able to relate to and work with a resident population of those living with physical or mental illness and or disabilities, the elderly and infirm, and their families. The Activity Director must be able to deal with people in distress and potentially hostile situations.
- 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](mailto:resumes@bcOhio.us)

(YOU MUST 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**