

GOOD SAMARITAN HOSPITAL ASSOCIATION
HEART OF AMERICA MEDICAL CENTER
HAALAND ESTATES

⊙ **MISSION STATEMENT**

To deliver compassionate care by advancing the physical and spiritual well-being of the communities we serve through smart medicine and exceptional service.

VISION STATEMENT

To be the provider of choice for healthcare within our communities.

JOB DESCRIPTION

JOB TITLE: __ Creative Coordinator

NAME: _____

Department: __Activities

Responsible to: __Activity Director

QUALIFICATIONS:

A High School Diploma required; prefer special training or degree. Previous experience in a nursing home setting; preferably in the activity department. Good communication skills and ability to motivate residents and work independently. To be creative in planning and implementing programs. Must be C.N.A. certified. (we will train). If the circumstances require that you need to transport a resident or need to drive to continuing educational opportunities, you must maintain a valid driver's license and maintain insurability with GSHA's insurance carrier. You are required to obtain a class C bus license.

JOB SUMMARY:

Develop, implement, guide, and evaluate appropriate activities according to the resident's interests, needs, and capabilities.

TYPICAL WORKING CONDITIONS:

Majority of the work is done within the facility, both in residents rooms, activity room and commons area. Some work is done outside of the facility in all weather types and conditions. May include some exposure to communicable disease or bodily fluids/at this time C.N.A. skills will be necessary to be implemented. Working weekends (Saturday), some evenings and holidays is required. To help out as a dining room assistant.

TYPICAL PHYSICAL DEMANDS:

Requires standing and walking for extensive periods of time; some bending or stooping, and transporting of wheelchair bound residents, loading and transferring residents on the bus in crowded conditions; and occasionally lifting and carrying items weighing 50 pounds. Requires full range of body motion normal hearing and vision, and ability to work under stressful conditions. Requires the use of various types of equipment such as TV-VCR/DVD, copy machine, computer, walkie talkies, etc. Assist residents with ADL's as needed on outings.

RESPONSIBILITIES:

I. Hardwiring Excellence – responsible to know and adhere to evidence based leadership to achieve excellence.

Non-Management & Management Personnel:

1. Standards of Behavior
2. Key Words at Key Times – AIDET

Management Personnel:

1. Rounding for Outcomes
2. Align Leader Evaluations with desired behaviors
3. Staff Appreciation through thank you notes
4. Selection and the first 90 days
- 5.

II. Professional attitude, leadership role and team member abilities. Maintains a positive professional role throughout the facility and community.

STANDARDS:

1. Exhibits a positive professional approach when dealing with the public and demonstrates solution oriented involvement with problems of the facility, staff and patients.
2. Attendance and involvement in management meetings, CQI and voluntary groups/committees.
3. Good communication with subordinates and peers
4. Shows initiative and follow-through in work projects.
5. Values and pursues professional education and self improvement.
6. Timeliness of reports, i.e. evaluations, CQI reporting.

III. Accountability for Safety

STANDARDS:

1. Familiarizes self with and adheres to all facility and department safety policies and procedures.
2. Completes all required annual safety training.
3. Supports and implements safety into all job responsibilities regarding self, other employees, residents/patients and visitors.
4. Reports safety violations (or unsafe observances) to supervisor and/or department head immediately.
5. Promotes a culture of safety to improve employee safety.

IV. Safeguarding the privacy and security of protected health information (PHI) in any form including electronic, written or oral.

STANDARDS:

1. Responsible for safeguarding any PHI or EPHI seen, used or disclosed during this positions normal job functions as stated in the above job responsibilities based on the HIPAA privacy and security policies and procedures. **(Note-may need to be expanded upon based on the description of job functions)**
2. Responsible to conduct any oral discussions of PHI with other staff or with patients and family members in a manner that limits the possibility of inadvertent disclosures.
3. Responsible for maintaining strict confidentiality with any unintentional access to PHI

- whether written, electronic or oral.
4. Responsible for reporting suspected violations of the safeguarding of PHI or EPHI by any GSHA employee or business associate.
 5. Responsible to ensure the use or disclosure of PHI or EPHI that is **not routinely available** to this position must be coordinated with the HIPAA Privacy Officer, Security Officer or designees.

VI. List Job Responsibility Category Here

STANDARDS:

Will compile with the assistance of the activity therapists the monthly activity calendar. Have the completed activity calendar turned into the activity director by the 3rd Monday of the month. Will continue daily to work with the Activity Therapists, to do activities with the Residents on 2A and 3A . Will review any programs, entertainment, and other activities that require approval from Activity Director. Will work with Volunteer Director on finding Volunteers to help with activities when needed . If an activity would have to be changed for some reason, you would be responsible to call the Volunteer Director of the cancelation. If the Volunteer Director is not in house you would be responsible to let all Volunteers know of the change in the activity. Provide assistance to the volunteers. Encourage residents to be as active within their spiritual, emotional, and physical abilities. Completes all necessary documentation. Maintain a safe and pleasant environment for all Care Center residents and swing bed residents. In the absents of the Activity Director will fill in to do the necessary documentation on Swing Bed Patients. To follow all Standards and Values set by HAMC. Will complete any required education from HAMC. Will be required to attend on going education set up by the APND network. Will be required to be a current member of APND (Activity Professional of North Dakota).

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that may be required for this job, the Activity Specialist will be involved in the efforts to continually improve the Activity Department function, efficiency and effectiveness and the Activity Director may assign other duties and accountabilities in order to achieve this.

TO BE COMPLETED BY EMPLOYEE:

"I have read and understand my job description".

Signed _____ Dated _____

REVISED/REVIEWED: _____ (Use Only One & Include Date)

NOTE – Update Annually in Network Folder and with Employee. Best to complete employee’s during annual evaluation and forward to Human Resources for filing.

4. Responsible for reporting suspected violations of the safeguarding of PHI or EPHI by any GSHA employee or business associate.
5. Responsible to ensure the use or disclosure of PHI or EPHI that is **not routinely available** to this position must be coordinated with the HIPAA Privacy Officer, Security Officer or designees.

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TO BE COMPLETED BY EMPLOYEE:

"I have read and understand my job description".

Signed *J Bree Anna Larson* Dated 8-15-16

REVISED/REVIEWED: _____ (Use Only One & Include Date)

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