



ACTIVITIES COORDINATOR-ADULT DAY PROGRAM

JOB DESCRIPTION SUMMARY:

Inglis enables people with disabilities – and those who care for them – to achieve their goals and live life to the fullest. The Activities Coordinator is responsible for developing and facilitating recreational groups and programs which meet the social, emotional, cognitive, and physical needs of the participants in the Inglis Adult Day Program.

JOB DESCRIPTION:

The Activities Coordinator reports to the Manager of the Adult Day Program. The Activity Coordinator works as an active team member providing support to participants which may include assistance with activities of daily living. The Activities Coordinator will help to maintain an organized, sanitary program environment, and ensure that daily supplies for programs and activities are maintained and organized.

PRIMARY RESPONSIBILITIES include:

- All essential job responsibilities will be executed in accordance with Inglis Administrative policies and compliance/ethics guidelines.
- Developing groups and programs in consideration of the needs, abilities, and interests of the participants. The provision of programs shall offer a variety of formats including small group, one on one, and large group and take into consideration the multigenerational population in the program.
- To research new ideas for programs and activities, taking into consideration participants' suggestions.
- Initiating and planning the monthly calendar in conjunction with the Program Manager as well as communicating effectively with the Program Assistant to initiate daily programs and activities.
- Assists with transporting and/or escorting program participants to, from and within the program, on Inglis grounds, and on external trips.
- The Activities Coordinator will also carry a caseload of no more than 20 and no less than 10 participants. They are responsible for all documentation related to these individuals, including all care plans and assessments.
- All duties must be performed with the highest level of integrity, adhere to Inglis' Standards of Excellence, and support principles of person centeredness. All duties will be executed in accordance with Inglis policies and procedures and adhere to all regulatory requirements.

EDUCATION & EXPERIENCE

- Minimum of Bachelor's degree from an accredited college/university in Therapeutic Recreation or related field OR Bachelor's degree in unrelated field with a minimum of 2 years experience in similar role.
- Minimum of 2 years of experience in working with adults with disabilities/functional impairments.
- Excellent communication skills (written and oral); strong organizational skills.
- Proficiency in Microsoft Excel, Work PowerPoint and Outlook.
- The Activities Coordinator must demonstrate a positive, professional appearance and attitude, sensitivity to participants' issues and feelings, and excellent communication skills.

Inglis welcomes great people without regard to disability, race, religion, age, gender, sexual orientation, national origin, military service, marital status, or any other characteristics, as protected by law. Please send resume to Inglis, Attn: Cynthia Burgess, Human Resources, 2600 Belmont Avenue, Philadelphia, PA 19131 or via email to cynthia.burgess@inglis.org EOE, M/F/D/V