MESCALERO CARE CENTER
454 Lipan Avenue, P.O. Box 359
Mescalero, NM 88340
PH: 575-464-4802 FX: 575-464-4808

Position Title: Activity Assistant

****Applications and/or resumes can be submitted at Mescalero Care Center or emailed to mcchr@mescaleroapachetribe.com****

Department: Mescalero Care Center	
Employment Status: Non-Exempt	**Grade: NE9**
Opening Date: November 9, 2026	**Closing Date: November 20, 2026**

Job Summary

The activity assistant will be under the direction of the Activity Director. The activity assistant assists with planning, setting up, and leading recreational and social programs to improve the daily lives of residents. The primary work schedule will be Thursdays, Fridays, Saturdays, Sundays and Mondays with 8 hours shifts (9:00 am – 5:00 pm).

Duties & Responsibilities

- Organize event schedules, lead group activities, and track participation attendance.
- Brainstorming events like arts and crafts, games, music sessions, and exercise classes.
- Setting up and cleaning up the physical space and equipment needed for each program.
- Creating calendars and advertising upcoming events through flyers or newsletters.
- Managing supplies and keeping storage areas clean and organized.
- Facilitating group activities and encouraging shy or reluctant individuals to join in.
- Providing one-on-one visits and companionship for people who cannot join group events.
- Transporting and escorting participants safely to and from different locations within or outside the facility.
- Supervising volunteers who come in to help with special events.
- Tracking attendance and documenting how well individuals participate.
- Gathering feedback from participants to help improve future programs.
- Reporting changes in a participant's mood, health, or behavior to nursing or supervisory staff.
- Enforcing safety rules to protect everyone during events.
- Other duties, responsibilities, and activities may change or assigned at any time with or without notice.

Minimum Qualifications

- High School Diploma or equivalent.
- Prefer 1 to 3 years of experience working with senior or in a healthcare/longer-term care setting.
- Certified Nursing Assistant (CNA) license or specialized activity certification, preferred.
- Must be willing to work unexpected shifts, weekends, and holidays.
- Must have patience, kindness, and good communication skill to work around older and disabled residents.
- Must successfully pass a pre-employment drug/alcohol screen and background check.
- Must obtain CPR/AED and First Aid certification within one year of hire.
- Must be willing to attend trainings (locally, out of town, or online)

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