



## MESCALERO APACHE TRIBE Position Description

### JOB VACANCY

**Position Title:** Assistant Activity Aid  
**Department:** Mescalero Care Center  
**Supervisor:** Activity Manager/Supervisor  
**Employment Status:** Non-Exempt

### Open Until Filled

#### Job Summary

The incumbent is responsible for assisting the activity manager/supervisor in therapeutic activities to residents that are designed to meet the interests and to improve the physical, mental and psychosocial wellbeing of each resident according to the comprehensive resident assessment and plan of care. Incumbent assist with resident care in maintain a long healthy lifestyle including promoting physical, cognitive and emotional functioning.

Activities must be in accordance with policy, procedure, safety guidelines, and federal, state and tribal regulations. The Activities Assistant will create and handle the logistics for daily, weekly, and monthly events in an effort to engage clients, residents, or patients. They will speak to participants to get feedback, manage employees, volunteers and resources, and deliver fun, safe events while on time and under budget. You should be detail-oriented and possess excellent interpersonal and time management skills.

#### Duties and Responsibilities

- Planning and facilitating daily, weekly, and monthly events to encourage socialization, relaxation, and recreation.
- Implementing activities that accommodate those with special needs.
- Handling logistics to make the event possible, such as making phone calls, advertising, managing inventory and budgets, training and motivating volunteers or employees, and coordinating transportation.
- Observing participants at events to gauge their enjoyment and obtain their feedback to improve events.
- Keeping records regarding event planning resources, participant interest, and other notable information, such as injuries or behavioral incidents.
- Reporting medical concerns or observations.
- Ensuring that events are well-provisioned, event staff is trained and prepared, and that the event takes place on time and within budget.
- Providing participants with instructions for the event. Adhering to and enforcing all safety procedures.
- Other duties as assigned.

#### Minimum Qualifications

- High School Diploma or GED.
- Minimum one year working in a long term care, nursing home facility or hospital setting.
- Minimum of one year in education or experience with nursing, recreational activities, event planning, or related experience preferred.
- Job training and first-aid and CPR training completed within a specific time frame.

- Must pass a background check and drug screening and Driver’s License check.
- Physical fitnesses, ability to walk, dance, stand, lift, or meet other physical demands.
- Adaptability and strong organization and time management skills.
- Excellent resource management, computer, record keeping, interpersonal, decision making, and verbal and written communication skills.
- Flexibility to work when needed, especially evenings, weekends, or early mornings.
- Willingness to adhere to and enforce all safety policies and procedures

**Knowledge, Skills and Abilities**

- Ability to work with little to no direction.
- Team oriented.
- Ability to work flexible hours.
- Skilled in being patience and compassionate when dealing with others, especially those who are sick, injured, elderly, or from different backgrounds.
- Ability to communicate clearly
- Ability to take direction in a positive manner at all times
- Ability to work wells with others in a team oriented atmosphere.
- Ability to maintain a positive attitude.
- Knowledge in healthy activities and maintaining a healthy lifestyle.

**Physical Demands**

While performing the duties of this job, the employee regularly is required to stand, walk, lift, bend, sit; use hands, arms and fingers to handle, patients. The employee must occasionally lift and/or move up to 100 pounds.

**Work Environment**

Work is generally performed in a hospital setting with a little noise level.

Signatures:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

*Mescalero Apache and tribal Preference Applies*

**To Apply:**

**Please submit resume and or application to:  
Mescalero Department of human Resources  
101 Central Ave.  
Mescalero, NM 88340  
(575) 464-9276**