Activity Director Competency Skills Checklist

The following competencies shall measure the overall performance in meeting the needs of the residents and families, complying with state and federal regulations, and following community policies and procedures.

Section 1 – Assess Needs and Plan the Program

1. Schedule and coordinate engagement programs, outings, and interactions to meet individual interests, needs, and preferences, including mental, physical, and psychosocial needs.
2. Develop services to match each resident's needs, interests, and preferences.
3. Develop a method to implement programs within a designated budget allocated by the community.
4. Direct the program of activities as printed and posted and assign activity leadership to qualified individuals.
5. Facilitate and coordinate resident council meetings to ensure resident voice is heard.
6. Evaluate the effectiveness of the programs and services provided and modify them as needed.

Section 2 – Manage Staff and Resources

1. Develop methods for effective utilization of community resources.
2. Hire, train, schedule, supervise, direct, and evaluate the performance of any activity support staff or assistants.
3. Establish an active volunteer program that includes recruiting, screening, orienting, training, and supervising volunteers.
4. Supervise and protect residents within activity programs.
5. Retain records of expenditures in an organized manner.
6. Review, adhere to, and update the policy and procedure manual for activities and enrichment.
7. Attend Quality Assurance Performance Improvement meetings by preparing reports and audits as assigned.

Section 3 – Communication and Teamwork

1. Inform the residents, support staff, and the interdisciplinary team of the current schedule of planned activities.
2. Interpret the purpose and benefits of the activity programs through in-service training and presentations to residents, other staff members, and the outside community.

3. Attend and actively participate in staff meetings, department head meetings, designated committee meetings, and patient care planning conferences.
4. Facilitate the coordination with the social service designee, monthly resident council meetings according to residents' wishes, and care center forms and procedures.
5. Foster the spirit of teamwork and work to improve the quality of life for the care community.
6. Serve as a community liaison to promote positive outside community support.

Section 4 – Assess Individual Needs and Complete Documentation

1. Compose community calendars, flyers, posters, or newsletters as directed by the administration.
2. Complete a comprehensive and ongoing evaluation and care plan on each resident according to their background, past and present leisure interests, abilities, physical and mental limitations, and activity-related needs.
3. Document and complete the individual activity assessment, MDS, and care plan on time using the appropriate assessment forms.
4. Participate and assist in completing the baseline and comprehensive interdisciplinary assessment and plan of care.
5. Maintain timely progress notes specific to residents' activity plans at least quarterly and more frequently when appropriate.
6. Develop appropriate records that indicate resident attendance and participation in activity programs. Complete all required documentation with timeliness and accuracy.
7. Complete annual activity assessment revisions, annual progress notes, and MDS reassessments on time.

Section 5 – Participate in Continuing Education for Professional Development.

1. Develop methods for obtaining current knowledge of federal and state regulations about activities.
2. Participate in community-specific training and in-services as required.
3. Maintain the appropriate certifications to complete the job as regulatory compliance indicates.