



### **JOB OPPORTUNITY**

**Job Title:** Activities Supervisor  
**Reports To:** Administrator  
**Job Location:** Seattle, WA  
**Hours/Schedule:** Full time, non-exempt

### **JOB DESCRIPTION**

Kin On is seeking a full time, non-exempt, Activities Supervisor, report directly to the Administrator. The role is to lead the Activities (Life Enhancement) Department, provide oversight on coordinated special events and work within a team to plan, organize, and lead recreation programs designed to meet resident's therapeutic needs and recreational interests as well as provide coordination and oversight for facility-wide events and volunteer services.

### **ABOUT KIN ON**

Kin On is a non-profit organization rooted in the Asian community for more than 30 years. Kin On's mission is to honor, support, and advocates for our Asian elders and families in the Puget Sound region by offering culturally and linguistically appropriate health, social, and educational services.

As an award-winning 24/7 skilled-nursing facility, Kin On Rehab and Care Center is dedicated to offering culturally appropriate long-term and short-term transitional care to Asian seniors. Our Community Care Network provides an array of in-home and support services including: Family Caregiver Support, Home Care, Healthy Aging Program and Chronic Care Management Program.

In addressing the unmet needs of the community, Kin On is undergoing a major capital expansion to create an aging-friendly campus to include a Community Center, Assisted Living Facility and Adult Family home (expected completion by Autumn 2018).

### **ROLE AND RESPONSIBILITIES**

A key function of the role is to maintain a positive rapport and cultivate respectful relationships with residents, friends and family who are being supported. Must have a strong ability in recognizing each individual's rights as a resident in promoting their dignity, well-being, personal choice, and self-esteem.

The essential responsibility of the role is to plan, organize and lead programs for residents that maximize their quality of life by meeting mental, physical, social and spiritual needs, which may include providing entertainment, exercise, relaxation and educational programs.

- **Lead**
  - a. Follow the Kin On policy, oversee the department's daily operation and life enrichment care practice.
  - b. Participate in the Quality Assurance, Assessment, and Improvement Committee monthly meeting and provide monthly report accordingly.
  - c. Provide oversight for facility-wide events, intergenerational programs and volunteer services.
  - d. Support the facility's compliance with all state, local and federal regulations, HIPPA, PHI, OSHA, Fire code and Resident's Bill of Rights at all times.
  - e. Have a high degree of agility to adopt new and different assignments, duties and performance models as business moves forward.

- **Care Supervisory**
  - a. Ensure daily, weekly and monthly (and sometimes yearly) routine and activity calendars are created according to the care plan of the resident's strengths, needs and preferences which may include cultural, social, recreational, and educational enrichment programs.
  - b. Ensures the calendars are being utilized effectively.
  - c. Spends time routinely with individual residents ensuring that care plans are being followed and the resident's needs are being met.
  - d. Prioritize tasks to balance resident care plan needs, provide direction and communicate with staff on assigned program responsibilities both verbally and in written documentation.
  - e. Maintain regular contact with family members, friends, social services, outside service coordinators and other support personnel by providing orientation, education and progress updates as needed.
  - f. Communicate and collaborate with family members, service professionals and agencies in accordance with the care plan to provide continuity in approach, to increase the probability of attainment of goals/objectives, and support that meet the resident's needs.
  - g. Serves as an advocate for residents by communicating their needs and issues to team members and other designated individuals, including plan for resolution and follow through as indicated.
  
- **People Supervisory**
  - a. Provide training for staff to ensure they are knowledgeable on the specific strengths, needs, preferences, and goals of the residents being supported.
  - b. Include training on how to effectively carry out all care plans as well as how to complete all required data and other documentation. Ensure all training is documented.
  - c. Collaborate with various internal/external teams & members such as Human Resource, Administrator and outsourced functions on recruitment, hiring and firing, reorganizing team structure, maximize skill competencies & work performance; address skill, work flow/plan, training and educational deficiencies issues as it arises.
  - d. Provide direction, feedback, modeling and observation for staff to ensure effective supervisory support is given.
  - e. Follow up and collaborate with administrator to address any staff performance concerns or environmental needs noted during supervisory observations.

#### **MINIMUM QUALIFICATIONS**

- Good English written and verbal ability a must. Chinese: Mandarin, Cantonese and Toishanese dialects also spoken a plus
- An A.A. degree in Recreational Therapy, Psychology / Sociology (with Gerontology/Geriatrics focus) or related field a must; B.A. degree preferred
- Nursing Home, Assisted Living or senior care facilities experience preferred
- Proficiency in computer programs such as Microsoft Office Suite a must. Knowledge and proficiency in other IT related applied technology a plus.

#### **WORK ENVIRONMENT**

The role interacts with internal staff & departments, residents, family and friends on a daily basis. There will also be support for outdoor activities. Work is normally inside an elderly and vulnerable community setting; therefore ideal candidate will need to have patience, compassion and tolerance for the population at hand.

Depending on the project requirement at times there will be time spent performing office work and other times a lot of walking around campus. A common day will have both settings.

**PHYSICAL REQUIREMENT**

The role requires standing, sitting, walking, pushing, pulling, ascending and descending stairways, full range of motion, occasional squatting, ability to lift weight up to 25-50lbs with hands and roll residents with wheelchairs around the facility and beyond. Ability to verbally yell, warn and direct in case of emergency, corrected vision and hearing, and sense of touch is required.

**TO APPLY:** Email cover letter and resume to Jean Wong, HR Manager at [careers@kinon.org](mailto:careers@kinon.org).

Kin On is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, sexual orientation, gender identity and/or expression, creed, national origin, age, disability, genetic information, ancestry, citizenship, marital status, veteran and/or military status or any other legally protected status. No question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.