

New York State Department of Civil Service
Division of Classification & Compensation

Classification Standard

Occ. Code 5906110

Nursing Home Activities Assistant 1, Grade 11	5906110
Nursing Home Activities Assistant 2, Grade 14	5906120

Brief Description of Class Series

Nursing Home Activities Assistants are paraprofessionals responsible for planning and conducting activities and programs for residents in skilled nursing facilities, which provide care to eligible military veterans, their spouses, and/or parents.

Nursing Home Activities Assistants are located in Veteran's Homes operated by the Department of Health and by the State University of New York at Stony Brook.

Distinguishing Characteristics

Nursing Home Activities Assistant 1: full performance level; under the direction of a Nursing Home Activities Assistant 2, coordinates and implements activities and programs for residents of a skilled nursing facility.

Nursing Home Activities Assistant 2: supervisory level; supervises two or more Nursing Home Assistants 1; and plans, evaluates, and oversees the delivery of activities and programs for residents of a skilled nursing facility.

Related Classes

Recreation Workers are paraprofessionals responsible for planning and conducting recreational activities, such as sports, games, and creative arts, for individuals in the facilities and community programs operated by the Office of Mental Health and Office for People With Developmental Disabilities.

Recreation Program Leaders plan and coordinate organized discretionary time activities for inmates in the facilities of the Department of Corrections and Community Supervision. Incumbents assess the interests of inmates, and direct comprehensive recreational programs of athletic and non-athletic activities under the banner of Special Subjects Programs.

Illustrative Duties

Nursing Home Activities Assistant 1

Creates and modifies activities and programs based on residents' interests and mental and physical needs to optimize enjoyment.

Arranges for a mix of activities, including those provided through outside vendors, community involvement, staff delivery, and off-site activities, such as ball games and country rides.

Coordinates activities and programs with other departments and residents' schedules.

Arranges for refreshments and transportation as needed.

Observes resident attendance and degree of involvement, documents progress notes as required, and completes the Minimum Data Set (MDS).

Assists in setting up and cleaning up activity rooms for scheduled programs.

Encourages residents to participate in the various activities and programs offered.

Nursing Home Activities Assistant 2

Performs the same duties and activities as a Nursing Home Activities Assistant 1.

Supervises Nursing Home Activities Assistants 1.

Schedules and assigns work to staff and volunteers in specific program areas to ensure appropriate coverage; monitors time and attendance; and evaluates performance.

Develops appropriate individual and group activities and programs at various times, evenings, during the week, and on weekends.

Posts current activity calendars and schedules of events to inform residents and encourage them to attend.

Monitors program needs, service delivery, and documentation to ensure compliance with current federal, State, and local regulations and standards.

Ensures activities and programs are implemented in accordance with residents' plans of care and that program reports are completed on time, including MDS documentation.

Assists in developing activity and program plans for each resident by coordinating with other members of an interdisciplinary treatment team.

Identifies budgetary needs and monitors spending and ensures sufficient resources to carry out the activity and program functions.

Develops, implements, and reviews department policies and procedures.

May direct a specialized activities program, such as a program for residents diagnosed with dementia.

Participates in quality assurance and continuous quality improvement studies to identify problem areas and areas in need of improvement, and initiates appropriate, corrective actions.

May serve as Veteran's Home volunteer program coordinator.

May assist in community outreach activities to stimulate community interest and recruit volunteers.

Minimum Qualifications

Nursing Home Activities Assistant 1

Open-Competitive: four years of direct patient care experience in a geriatric setting.

Nursing Home Activities Assistant 2

Promotion: one year of service as a Nursing Home Activities Assistant 1.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

7/2024

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