



## MARY SUNSHINE HOUSE

<b>POSITION TITLE:</b>	Activities Coordinator			
<b>REPORTS TO:</b>	Program Director	<b>BENEFITS:</b>	No	
<b>PAY SCALE:</b>	\$16 hourly	<b>CLASSIFICATION:</b>	Part-Time	Non-exempt
<b>LAST REVISED</b>	August 2024			

Mary Sunshine House (MSH) is seeking a dedicated Activities Coordinator to help lead its efforts to provide a comprehensive specialized community that supports and enriches the lives of adults with neurodevelopmental/autism spectrum disorders.

The mission of MSH is to “enrich the lives of adults with neurodevelopmental/autism spectrum disorders by helping them realize their individual potential for self-reliant living, meaningful productive work, successful socialization and experiences in on-going physical and emotional growth.”

### **POSITION DESCRIPTION:**

Activities Coordinators provide support and instruction to individual of residents served by Mary Sunshine House in all areas of life skills, including: household maintenance, money management, use of community resources, meal planning and preparation, personal hygiene, medication management, social skills, home health, and safety.

### **Essential functions:**

- Provide instruction and support with day-to-day living in areas and methods identified in the resident’s Individual Participation Plan; support the resident’s ability to participate in activities.
- Provide instruction and/or support in daily living skills such as shopping, food preparation, medication management, finance & budgeting, housekeeping, and use of public transportation and/or moving about in the community.
- Provide instruction and support in appropriate expressions of emotions or desires, self-advocacy, and social behaviors.
- Instruct and supervise residents in self-help skills such as personal hygiene and grooming.
- Provide instruction and support in participation and establishing relationships with peers.
- Use informal and formal teaching methods to provide instruction to residents to increase their competence, self-reliance, and ability to make informed choices.
- Participate in meetings with resident families as needed.
- Complete all necessary documentation as instructed.
- Support the resident’s self-administration of their medication.
- Support resident physical health through individual fitness plans.
- Maintain professional boundaries with individuals served.

### **POSITION REQUIREMENTS:**

- High School degree (Bachelor’s Degree preferred) or equivalent experience in social services, human services, and related fields.

- Working knowledge and understanding of adults on the Autism Spectrum preferred.
- Possession of a valid driver's license and clean driving record
- Previous experience in mental health, social services, or human services setting preferred.
- Possess excellent written and oral communication skills.
- Must be able to pass comprehensive background check and pre-employment drug screen.
- Ability to participate in an on-call rotation if needed.
- Must be physically able to participate and pass all measures of MSH training requirements including First Aid and CPR.
- Must be able to sit & stand for long periods of time, physically fit to run short distances and lift up to 25 lbs.

***This job description is not intended to be all-inclusive, and employee will also perform other reasonable related job duties as assigned. This organization reserves the right to revise or change job duties as the need arrives. Mary Sunshine House is an equal opportunity employer and encourages people with diverse backgrounds to apply.***