



Orchard Manor Activity Aide

Orchard Manor is seeking a caring and energetic **Activity Aide** to join our team! In this role, you'll help plan and lead therapeutic and engaging activities that enhance the quality of life for our residents. Become part of a team that truly values compassion, connection, and community.

Benefit Position:

64 hours per two-week pay period

Start Rate: \$18.74 per hour

Shifts: Weekday hours vary; start time 7:00 a.m. to 3:30 p.m. or 11:00 a.m. to 7:30 p.m.
9:00 a.m. to 5:30 p.m.; every other weekend (Flexibility based on need)

MINIMUM QUALIFICATIONS

Education

1. High school diploma, GED, or current enrollment in high school with anticipated completion.
2. Advanced training or experience in activities, recreation, or related fields is a plus but not required.
3. Valid Wisconsin driver's license and safe driving record preferred — not required for hire.

Experience

1. Prefer experience in the field of Activities and/or Recreation programming for special populations

How to Apply

A Grant County application and job description may be obtained at www.co.grant.wi.gov or by contacting Human Resources at (608) 723-2540.

A Grant County application is required and may be emailed to employment@co.grant.wi.gov or mailed to the address below. Applications will be accepted until **4:00 p.m. on Monday, October 19, 2026**.

Grant County Human Resources

111 S Jefferson St – PO Box 529
Lancaster, WI 53813

This is an **Affirmative Action/Equal Employment Opportunity employer** (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.

GRANT COUNTY JOB DESCRIPTION

TITLE: Activity Aide

DEPARTMENT/ AGENCY: Orchard Manor

IMMEDIATE SUPERVISOR: Activity Supervisor

PAY GRADE: OM D or OM E (determined by CNA status)

FLSA: Not Exempt

NATURE OF WORK

The Activity Aide, under the supervision of the Activity Manager, conducts therapeutic and recreational activities for residents. The position participates in the development of and the execution of individual resident care plans, IPPs, and behavior programs, as appropriate.

The Activity Aide may be assigned to work on either the Skilled Nursing Facility (SNF) Unit or the Individuals with Intellectual Disabilities (IID) Unit. The Activity Aide is responsible for conducting structured and non-structured activities, including classes and group programs, in either setting based on the needs of the residents and the department.

The Activity Aide must be able to adapt activities to meet the abilities, interests, care needs, and goals of residents in both populations and work independently or with other staff to provide meaningful activity programming.

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2. Advanced training or experience in activities, recreation, or related fields is a plus but not required.
3. Valid Wisconsin driver's license and safe driving record preferred — not required for hire.

Experience: Prefer experience in the field of Activities and/or Recreation programming for special populations

Knowledge, Skills and Abilities:

1. Must demonstrate an enthusiastic personality
2. Must have basic knowledge of the needs of the elderly, mentally impaired, and developmentally disabled or willingness to adapt and learn.
3. Must be able to conduct and lead activities and classes for residents with varying abilities and needs.
4. Must be able to work other than normal working hours when needed or deemed necessary.
5. Must be able to work in a variety of settings and adapt programming to different resident populations.
6. Must be able to work on either the Skilled Nursing Facility or IID Unit as assigned.

ESSENTIAL FUNCTIONS

1. Assists in carrying out resident Care Plans, IPPs, and Behavior Programs.
2. Conducts and leads scheduled activity classes and programs on either the Skilled Nursing Facility Unit or IID Unit, as assigned.
3. Prepares, organizes, and gathers supplies and equipment necessary to conduct assigned activities and classes.

4. Adapts and modifies activities to meet the physical, cognitive, developmental, behavioral, and social needs of individual residents and groups.
5. Cleans up after self and activity groups.
6. Functions to keep order in the use of activity supplies.
7. Under the supervision of the Activity Manager, implements daily structured and non-structured leisure activities.
8. Completes daily departmental data collection as appropriate, including group participation, goals, and behaviors.
9. Provides active leadership during activity groups by explaining, demonstrating, encouraging, and assisting residents in participation.
10. Must be able to work other than normal working hours when needed.
11. Must be able to exchange work assignments when required to do so or when the need arises.
12. Must be able and willing to drive all Orchard Manor vehicles (bus/van/car) for resident outings/events, as applicable.
13. Performs other duties as deemed appropriate to the position of Activity Aide when asked to do so by the Activity Manager.

SUPERVISION RECEIVED

Under the direction of the Activity Manager

SUPERVISION EXERCISED

None

ENVIRONMENTAL FACTORS

Strength:

1. Able to occasionally transfer, or assist resident from bed, W/C, toilet; requires the ability to push, pull, and lift 25 to 75 lbs. unassisted
2. Push/pull residents weighing up to 400 lbs. in W/C or geri-chairs; reposition residents weighing up to 400 lbs. in chairs and bed to perform activities with assistance of either staff or assistance devices as determined by nurse or protocol

Mobility:

1. Stand or walk up to 80% of up to an 8-hour working shift as deemed necessary to meet the needs of the facility to provide assist with resident therapy program
2. Able to stoop, bend, squat, twist, and kneel to assist resident with activities
3. Occasionally reach over head to obtain supplies
4. Able to deal with combative residents safely

Manual Dexterity:

1. Able to use hands and arms to position residents, manipulate items, demonstrate activities
2. Simple gross motor manipulation skills are required to manipulate W/C through doors and around furniture

Speech: Able to speak and understand English to communicate with residents and other professionals

Sensory Requirements:

1. Able to see objects 15 feet for identification of residents and observation of behavior changes
2. Able to see close for reading instruction, review medical charts and care plans
3. Able to hear and distinguish normal sounds ranging from conversational levels to high pitched sounding alarms with background noises
4. Concentrate on moderate and or fine details with frequent interruptions; necessary to perform a variety of tasks related to activities
5. Attention span ranging from 10-60 minutes to perform minimal to fine detailed tasks related to activities
6. Ability to comprehend oral and written instruction, complex direction and specific ideas behind action and to be able to teach and demonstrate activities to residents
7. Able to follow, complete and remember verbal and written messages, information and task assignments from 8 hours to longer periods of time given to self and others

8. Able to read, write, and communicate in English to develop and follow written treatment plan, document progress, and follow activity policies

Equipment: Broda chairs, wheel chairs, sensory equipment, page/intercom system, telephone, electronics, County vehicles-bus lift, and kitchen equipment.

CLOSING STATEMENT

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. Management reserves the right to change job responsibilities, duties, and hours as needs prevail. This document is for management communication only, and not intended to imply a written or implied contract of employment. It is understood that Management has the right to assign, direct, and modify duties and responsibilities.

Revised 09/29/2026

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I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

Employee

___/___/___
Date