EMPLOYER JOB ORDER FORM

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>JOB ID</th>
<th>OPEN DATE</th>
<th>LOCATION</th>
<th>REQUIRED FOR POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Leader</td>
<td>18086</td>
<td>02/19/2020</td>
<td>San Jose</td>
<td>TB exam, Fingerprints, Background Check, CA ID - CNA or HHA cert preferred</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>HOURS/WEEK</th>
<th>SALARY</th>
<th>WORKDAYS</th>
<th>SHIFT/HOURS</th>
<th>REQUIRED EDUCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>$18 - $DOE</td>
<td>Monday-Saturday</td>
<td>Varies</td>
<td>High School Diploma/GED</td>
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JOB DESCRIPTION
POSITION SUMMARY: Under the direction and supervision of the Program Manager, Activity Specialist, and Activity Leader/Therapist, the Activity Aide plans and implements activity programs for On Lok participants.

DUTIES / RESPONSIBILITIES:
1. Assists with implementing and participating in group and individual therapeutic activities.
2. Offers creative and appropriate therapeutic activities to participants (oriented towards group, individual and special needs participants).
3. Actively participates in team discussions offering feedback, ideas and suggestions both on a day-to-day basis and in department staff meetings.
4. Other related duties as assigned.

3 TO 5 KEY SKILL SETS REQUIRED
- QUALIFICATIONS (knowledge, skills, abilities):
  1. Interest in working with the elderly and understanding of the psychosocial problems of aging.
  2. One year experience working with the elderly or frail population required.
  3. Ability to work as part of multidisciplinary team.
  4. Stability, maturity, creativity and flexibility in work.
  5. Ability to work with volunteers and contract staff.
  6. Fluency in a second language helpful (Cantonese or Spanish) and written and spoken fluency in English required.

On Lok’s Employee Benefits include (eligible for any position for 20 hr/wk or more):

- Medical, Dental, and Vision coverage
- Retirement Savings Plan 403(b) and Term Life/AD&D Insurance
- Flexible Spending Account, Commuter Checks, MLA scholarships, Employee Assistance Program (EAP)
- Pet Insurance and additional discounts
- Holidays (10 per year), vacation time, sick leave, and long-term disability insurance