Life Enrichment Coordinator

Job Description

Reports to: Executive Director

JOB SUMMARY: The Life Enrichment Coordinator is responsible for the development and coordination of activity programs for the community that reflects the varied interests of the residents and provides them with meaningful and life enriching activities. The Life Enrichment Coordinator will develop programming that encompasses all facets of an individual’s being: physical, social, intellectual, artistic, and spiritual and that includes activities in and outside of the community. This position is also responsible for the recruitment, training, and coordination of volunteer members and the cultivation of staff involvement in activities.

PRIMARY RESPONSIBILITIES:

Activities Programming

1. Develop and implement a comprehensive activities program to help meet the physical, social, intellectual, artistic, and spiritual needs of the residents.
2. Communicate, advise, and inform the Executive Director and other department supervisors of activity programs and upcoming events during daily stand-up meeting.
3. Cultivate community resources and entertainers to schedule various activities including special events.
4. Create monthly/daily activity calendar that reflects the varied interests of the residents and provides them with the dates, time, and location of programs.
5. Conduct or oversee activities as needed, encouraging resident involvement to attend programs of interest.
6. Coordinate and host all special events, including holiday events. Decorate community according to current holiday or event.
7. Provide a forum for residents to meet monthly and share their ideas, thoughts, and concerns regarding the services provided at the community (resident council or town hall meetings). Submit resident feedback to Executive Director for correction or staff recognition.
8. Maintain an adequate supply of equipment for regular activities, keeping within budgetary guidelines.
9. Practice infection control technique and good hand washing practice before and after all activities.
10. Arrange transportation for regular and special outings, including emergency resident care supplies and staff assistance, as needed.
11. Coordinate and promote activities involving other departments with the appropriate department head.
12. Cultivate opportunities for residents to engage in various community centers and service projects, i.e. local senior center.
13. Possess and maintain a strong knowledge of the community, its benefits, the services provided, healthcare services overall, the residents and employees.
14. Develop knowledge of community policies, procedures and state/federal regulations pertaining to activity programming.
15. Carry out other duties as assigned by supervisor.
Volunteer Program

1. Develop and maintain a solid volunteer base through building relationships in the community, with staff, and resident family members.
2. Assure all volunteers have the needed trainings and screenings per Ageia policies and state mandated rules.
3. Orient and train volunteers to the community, residents, and key policies.
4. Match volunteer interest with specific activities in an effort to enrich both the lives of the residents and volunteers.
5. Supervise and provide ongoing support and coaching to volunteers.
6. Train employees to conduct activities and encourage resident participation, especially during evenings and weekends.
7. Recognize staff and volunteers on a regular basis for their contribution.

QUALIFICATIONS/SPECIFICATIONS:
1. Genuine concern for and ability to work with the elderly.
2. Knowledge of the requirements for providing care and supervision to the elderly.
3. Experience in creating and coordinating activities for older adults
4. Ability to train, supervise, lead, and motivate people.
5. Ability to delegate responsibility while maintaining oversight of daily activities and major projects.
6. Ability to manage and prioritize a large, complex workload.
7. Possess sufficient communication and language (orally and written) skills to perform job duties and communicate with residents, other staff, family members, etc., as needed.
8. Must maintain a current state issued food handler’s permit.
9. Must be able to utilize standard precaution knowledge and infection control measures where required.
10. Ability to work with superiors and within the parameters of corporate policies and procedures.
11. Experience in volunteer recruitment and training preferred.
12. Must be able to work weekends, evenings, and holidays as needed/scheduled.

EDUCATION:
Minimum high school graduate, preferred two years of college specializing in recreational activities.

EXPERIENCE:
Minimum one year of experience in creating and coordinating activities for older adults.

PHYSICAL JOB REQUIREMENTS:
In a typical eight hour day, employee will:
- Stand/walk frequently, punctuated by opportunities to sit.
- Sit up to 1-2 hours at a time, punctuated by varying intervals to stand.
- Lift <5# <10# ≥15# ≥25#
- Carry <5# <10# ≥20# ≥50#
- Push/pull <5# <10# ≥35# ≥150# (resident wheelchair)
- Frequently kneel, bend, and reach while filing paperwork for items <10#.
- Secure proper assistance for transferring and lifting of residents as needed (training required for this task)
- Vision- must be able to read clearly with or without corrective lenses.
- Hearing- Must be able to hear telephone, audible alarms, bells, and signals related to resident safety, with or without hearing devices.
• Speech/language- must have strong command of the English language sufficient to read and write and interpret medical and administrative information. Must be able to effectively communicate with all staff and residents.
• Bloodborne exposure category: Low

Ageia Health Services is an equal opportunity employer. This means we do not discriminate in employment decisions on the basis of race, color, national origin, citizenship status, creed, religion, sex, age, marital status, disability, political ideology, veteran status, or any category protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, reduction in force, recall, transfer, leaves of absence, compensation and training. We fully comply with our legal duty to provide reasonable accommodations to allow people with disabilities to apply for and perform their jobs. If you have a disability that would affect your ability to perform the essential functions of this job you must let us know prior to accepting the position and as soon as possible should a change occur.

This job description may be changed to include new responsibilities and tasks or change existing ones as Ageia Health Services Management deems necessary.

EMPLOYEE ACKNOWLEDGEMENT:
I have read and I understand the job description in full for the position I am applying. I understand that my employment is at will and thereby understand that the company or I can terminate employment, with or without cause or advance notice.

I am able to fulfill the duties, responsibilities, and requirements of this position as outlined above.

________________________________________________
Applicant’s/Employee’s Signature

________________________________________________
Date