



## Casey's Pond

### Life Enrichment Coordinator

#### **General Statement of Duties:**

Assists in the planning and implementation of a program of meaningful activities appropriate to the needs and interests of residents. Helps to provide programs that promote the creative, spiritual, social and intellectual well-being of each participant. Actively engaged in promoting an environment of healthy living, wellness, personal growth and independence. Non-exempt.

#### **Supervision Received:**

Lifestyle Director

#### **Supervision Exercised:**

None

#### **Essential Functions:**

1. Assist in planning, developing, organizing, and evaluating the life enrichment programs at Casey's Pond.
2. Oversee the residents engaged in life enrichment programs to promote the physical, social, and mental well-being of residents by applying experience in activities and knowledge of diagnoses and conditions of residents.
3. Responsible for encouraging, participating in and integrating the Eden Alternative philosophy in day-to-day interactions and promoting person-centered programs and culture.
4. Keep attendance record current, attend and communicate life enrichment information in resident care conferences and create a monthly calendar of opportunities reflective of resident interests and requests.
5. Plan resident group excursions and may drive the bus for life enrichment trips
6. Conduct resident preference assessments and input important resident care information
  - a. into the data tracking software (PCC) per state and federal standards and regulations.
7. Assist with resident mail delivery, new resident move-in process, neighborhood meetings and events, voting, intergenerational opportunities, volunteers and care of plants and animals, to include pet visitation program.
8. Facilitate monthly Resident Council meetings to include follow up on behalf of resident requests and meeting minutes
9. Assist in the moving/arranging of equipment/supplies to assure that activity areas are ready for scheduled activity functions; perform clean-up following activity sessions.
10. Actively engage in meaningful relationships with family members and volunteers, encouraging involvement in life enrichment offerings.
11. Develop meaningful relationships with residents by visiting and conversing with them on a regular basis.

12. Assist in-room residents by visiting with them, writing letters, running errands, supporting connections with family and outside community, etc.
13. Maintains educational development in compliance with state and federal regulations and current knowledge of resident care practices.
14. Utilizes sound judgment and experience to solve moderately complex problems in adherence with organizational policies.
15. Performs other duties as assigned in line with HIPAA compliance.

**Education:**

High school diploma or equivalent preferred.

**Experience:**

One year experience working with older adults preferred.

**Requirements:**

1. NCCAP Certification preferred.
2. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000.
3. Annual TB testing and/or screening.

**Skills:**

1. Ability to stand, walk, sit, feel, reach, push, bend, stoop, crouch, talk, hear, and see.
2. Moderate physical activity required by handling objects up to 50 pounds occasionally and/or up to 20 pounds frequently.
3. Excellent interpersonal and communication skills for interacting with residents, guests and fellow employees.

**Knowledge:**

1. Basic computer proficiency in Microsoft Office Suite.
2. Activity professional coursework preferred.
3. Has a basic knowledge of organization to answer basic questions.
4. Must have working knowledge of facility emergency procedures including fire and disaster drills.

**Abilities:**

1. Must be able to read, write, and speak the English language.
2. Ability to read and interpret documents and write/type routine correspondence.
3. Ability to deal tactfully with personnel, residents, family members, visitors, and the general public. Must have patience, tact, cheerful disposition and enthusiasm, as well as be willing to handle residents based on whatever maturity level in which they are currently functioning.
4. Ability to follow facility policies.
5. Ability to maintain resident confidentiality and adhere to HIPAA policies.

**Equipment:**

1. Equipment may include multi-passenger shuttle vehicles, wheelchairs, canes, walkers, and other durable medical equipment.

**Working Conditions:**

1. While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions. The employee is occasionally exposed to wet or humid conditions (non-weather); work in high, precarious places; extreme cold (non-weather); extreme heat (non-weather); risk of electrical shock and vibration. The noise level in the work environment is usually moderate.
2. This position has been classified as Patient-Facing, a position in which the incumbent could reasonably be expected to routinely interact with clients and/or client family members. Employees in Patient-Facing positions are exposed to healthcare conditions that may require additional training, immunizations, and use of Personal Protective Equipment (PPE).

*This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.*

I, \_\_\_\_\_ acknowledge that on this date,  
(Print Name)

I have received the following job description for my present position.

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_