



GRACE MGMT INC.
A CPF LIVING COMPANY

JOB DESCRIPTION
Grace Management, Inc.

Position: Life Enrichment Assistant

Reports to: Life Enrichment Director

Summary of Duties

This position is responsible for assisting in the execution of the activities programming within the community. Must be able to facilitate a variety of activities in a professional, friendly manner that enhances the lifestyle of the residents and community. This includes operating the company vehicle for the execution of resident excursions.

Essential Functions

- Administers / Assists in activity programming from inception to execution
- Ability to follow established standards in the performance of duties according to Life Enrichment manual
- Confidential documentation of identified resident needs and or problems
- Document resident participation
- Communicate with Life Enrichment Director resident feedback
- Chauffeur the residents in the company vehicle for scheduled activities and church runs
- Attend weekend, evening, and holiday functions when necessary
- Assist in decorating the community for holidays and special events
- Will participate in and support the resident-centered activity and life enrichment programs

Non-Essential Functions

- Other duties and responsibilities as assigned by supervisor

Knowledge, Skills, Abilities, Experience

- Ability to understand senior needs and interests and execute programs for them
- High school diploma required
- Must have a clean driving record



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- Physical requirements include: bending, standing, lifting, stooping, sitting, and walking; Must be able to lift up to 40 pounds
- Satisfactory criminal background check and drug screen
- Must have manual dexterity to operate a vehicle safely
- Ability to get along with others
- Ability to complete tasks with minimum supervision
- Ability to follow directions