



GRACE MGMT INC.
A CPF LIVING COMPANY

JOB DESCRIPTION

Grace Management, Inc.

Position: Life Enrichment Coordinator – Vintage Park

Reports to: Executive Director

Summary of Duties

Responsible for the organization, planning, and facilitation of activity programs designed to promote the wellness of an Assisted Living resident population, support the Wellness Director in dealing with resident-related issues, and creation of a supportive, enjoyable lifestyle for the residents. This position reports to the Executive Director.

Essential Functions

- Familiar with and adheres to state regulations and company policy and procedures pertaining to activities.
- Completes My Life Story for each resident in collaboration with the resident and/or family preferably prior to or during the move-in process (no later than 3 business days after move-in). Files original in the resident's chart and keeps a copy in a secure area that is accessible to associates; uses My Life Story to develop a base on which to create the program of activities to meet the residents' individual needs.
- Creates a well-balanced program to reflect activities that meet residents' social, emotional, recreational, spiritual, educational, and physical needs.
- Plans activities and makes arrangements to carry out plans; Creates a monthly calendar of activities/events, which is posted centrally in the community by the first of each month. A copy is also given to each resident.
- Maintains program activities within the budget, purchases departmental supplies, keeps a record of expenditures via expense spenddown sheets, and turns in receipts for payment/reimbursement in a timely manner.
- Monitors inventory and is responsible for activities, supplies, and equipment.
- Provides assistance with meal service while on duty (including set-up, serving, and clean-up as assigned by the Executive Director).
- In collaboration with the Executive Director and the Community Resident Council, coordinates and may lead monthly Resident Council Meeting, with minutes recorded and maintained in the Executive Director office.
- Conducts Disaster Procedure training for all residents on at least a quarterly basis.



GRACE MGMT INC.
A CPF LIVING COMPANY

- Develops a transportation program to include regularly scheduled trips into the community (i.e., shopping, meals out, etc.); If transportation to medical appointments are provided, collaborates with Wellness Director to devise a schedule that allows the van to be scheduled for medical appointments on a regular basis; Assist in escorting residents on trips as necessary.
- Assists the Executive Director in developing and implementing the community's marketing plan; Provide tours to the residents.
- Participates in stand-up meetings, family meetings, and other meetings as requested by the Executive Director.
- Coordinates volunteer program, including recruitment, training, and supervision of volunteers; Includes residents and family volunteers when available and appropriate; Contacts community sources to expand volunteer base and to vary resident activities.
- Works with other department heads as needed to ensure activities run smoothly (i.e. submits special event request forms to Dining Services Director for activities requiring food).
- Responsible for care of pets, which belong to the community; Maintains veterinary records as required by state regulations; May enlist the help of volunteers (resident or outside) but is ultimately responsible for the proper care of each pet.
- Attends community in-services and teaches as requested.
- Maintains certification, if certified, according to standards set forth by the certification's governing body.

Non-Essential Functions

- Participates in New Hire Orientation by teaching the Life Enrichment segment.
- Supports and participates in the resident centered activity programs.
- Participates in projects or committees as assigned.
- Attends all associate meetings including in-service education and associate functions, as requested by supervisor.
- Assists in variety of tasks involving residents as assigned.

Knowledge, Skills, Abilities, and Experience

- Degree or experience in Human Services, Recreational Therapy, Music Therapy, or Art Therapy desired.
- Must complete within State-required time frame, any training required by the State in which the community is located for Life Enrichment Directors.
- Minimum of one year working with the senior population.
- Good organization planning and communication skills.



GRACE MGMT INC.
A CPF LIVING COMPANY

- Arts and Crafts and musical ability and familiarity with Wellness Programming desired.
- Must possess a high degree of interpersonal relations skills and capability of relating to a variety of people and personalities; Considerable initiative, judgment, and leadership skills are also required.
- Must possess a high level of flexibility and tolerance to adjust to changes in workloads, assignments, hours, and days (i.e., weekends, evenings, holidays).
- Job requires frequent sitting and standing; Must be able to bend, stoop, reach, and lift and/or push 40 pounds.
- Must have a satisfactory criminal background check and drug screening.
- Must obtain appropriate Driver's License in order to drive the van for activities.