



GRACE MGMT INC.  
A CPF LIVING COMPANY

**JOB DESCRIPTION**  
**Grace Management, Inc.**

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**Position:** Life Enrichment Assistant

**Reports to:** Life Enrichment Director

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**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 state regulations and company policy and procedures.
- 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**

- 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.



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**Knowledge, Skills, Abilities, and Experience**

- Ability to understand senior citizen needs and interests and execute programs for them.
- High school diploma required.
- 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; Must have a clean driving record.
- Must possess a high degree of interpersonal relations skills and capability of relating to a variety of people and personalities; Ability to get along with others.
- Ability to complete tasks with minimum supervision.