



GRACE MGMT INC.
A CPF LIVING COMPANY

JOB DESCRIPTION
Grace Management, Inc.

Position: Village Program Coordinator

Reports to: Executive Director

Summary of Duties

This position is responsible for the overall well-being of memory care residents and associates. Must be able to assist with training care associates to ensure the highest quality of life for residents. Must have a natural affinity for seniors and possess a genuine concern for their well-being.

Essential Functions

- Completes *A Passport Into My Life* 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 Passport to develop a base on which to create the program of activities to meet the residents' individual needs.
- Plans, coordinates, and ensures implementation of all Village Program activities. Is an expert at conducting all types of activities but coordinates implementation with Resident Care Assistants and department managers as they also conduct activities.
- Keeps Village Program philosophy at the core of all planning and implementation of activities. This philosophy is to provide an activity program with meaningful and enriching activities that creates an environment of "success" for the resident. There is focus on "one-on-one" activities and the program is structured with personalized activities geared toward the residents' former lifestyle and interests in as stress-free of an environment as possible.
- In conjunction with Wellness Director, Village Program Nurse Manager, and Resident Care Assistants, develops individualized activity service plan for each resident. Reviews activity involvement and revises plan as necessary and at least on a quarterly basis.
- Develops monthly program calendar using Village Program schedule and modifying it to current residents. Each calendar will contain activities from the following areas: physical activities, cognitive stimulation, social activities, sensory stimulation, self-care (maintaining independence), comfort activities, community activities, cultural activities, and inter-generational activities.



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Meaningful activities are scheduled 7 days per week from breakfast until after dinner.

- Must be willing work weekends and special events, outside of normal working hours when necessary.
- Assists families with creating memory boxes to represent individuality and memories of the resident's life.
- Monitors general supplies and activity boxes and buys materials needed to keep them stocked.
- Works within monthly and annual budget guidelines.
- Must be able to drive community bus.
- Works with Wellness Director and Executive Director to coach, train, and enhance performance of Resident Care Assistants.
- Where applicable, works with the Life Enrichment Director on multi-level programming activities that benefit residents in the community with and without dementia.
- Complies and follows established regulatory and company policies and procedures.
- Participates in interviewing new care associates in Memory Care and as assigned.
- Conduct orientation for residents and associates.
- Conduct at a minimum monthly in-service training for associates.
- Coordinate with other departments, i.e. marketing, dining service, activities, administration, housekeeping, and maintenance, to ensure the highest quality of life for residents.
- Reports any suspected or witnessed instances of verbal, mental, or physical abuse to Wellness Director and/or Executive Director, and takes appropriate action as needed.
- Demonstrates the ability to function as a positive team member in sharing responsibilities for the administration of resident services in cooperation with all members of the team.
- Maintain emotional composure and stay calm in all situations.
- Participate in resident care conferences and other community meetings as assigned.
- Participate in new hire orientation program and other regular associate meetings or functions.
- Act on constructive feedback by listening to supervisor, customers, and peers and use it to improve performance.
- Maintain resident, associate, and community confidentiality.
- Know, follow, and educate on residents' rights.
- Demonstrate positive attitude and ability to work well with all people, particularly the elderly.



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Non-Essential Functions

- Participates in projects or committees as assigned.
- Attends all associate meetings including in-service education and associate functions, as requested by supervisor.

Knowledge, Skills, Abilities, and Experience

- Possess a genuine loving and caring attitude for seniors.
- Have the ability to train and teach.
- Minimum two years of experience in senior housing/dementia.
- Must maintain networking skills, computer proficiency of Microsoft Excel, Word and Publisher.
- Must have a valid driver's license and transportation means for work related projects.
- Ability to read, write, and speak English.
- Must have the interpersonal skills to work with various levels of people, associates, and residents.
- Familiarity with office equipment including fax, copier, computers, scanner, phone, postage meter.
- Be free of communicable disease.
- Completion of drug testing and criminal record background check upon hire and upon request of supervisor/Grace Management Human Resources.
- Physical requirements include bending, standing, lifting, stooping, sitting, walking, stretching, and ability to lift/carry up to 40 pounds.