

EMERALD HEIGHTS

Job Description

Job Title:	Life Enrichment Assistant
Department:	Corwin Center
Classification:	Hourly; non-exempt
Reports to:	Life Enrichment Director
Grade:	12

Job Overview: The Life Enrichment Assistant assists the Life Enrichment department in planning and implementing a life enriching program for residents in skilled nursing and assisted living. Supports the Corwin Center staff in meeting individual residents' physical, intellectual, emotional and spiritual needs and interests.

DUTIES AND RESPONSIBILITIES

- Assist with programs including weekend and holiday activities.
- Assist with newsletter, calendar, displays, and decorating.
- Assist in planning and conducting outings.
- Assist 1 : 1 programs to residents confined to bed.
- Meet regularly with the Recreation Director to discuss department programs and concerns.
- Assist with periodic documentation of residents responses to program, i.e., 1:1 program.
- Assist with all-facility special events.
- Assist with volunteer programming
- Assist in assessment documentation
- Assist in Pet Therapy programs

REQUIREMENTS

- High school diploma or GED required.
- Dementia & Mental Health Training
- 1 year experience working with older adults including Dementia/Alzheimers Residents
- Ability to work with challenging Resident behaviors
- Able to speak and write English language.
- Required within 30 days of employment: First Aid training, HIV/AIDS training, food handlers permit and CPR certification.
- Knowledge of general interests/needs of older adults, with at least 6 months work or volunteer direct experience.
- Desire to work with older adults.
- Skill in recognizing physical, mental and emotional needs of residents and good judgment in making decisions about action to be taken regarding these needs.
- Excellent inter-personal skills.
- Cheerful, pleasant disposition.
- Ability to work in close cooperation with all staff members.
- Empathy and sensitivity to needs of ill, aged and disabled persons.
- Patience, poise and dignity in an emergency or crisis situation.
- Initiative and creativity.
- Time management skills.
- Tactful, enthusiastic and courteous when dealing with residents, families and staff.
- Ability to maintain confidentiality.
- Regular, dependable and reliable attendance.
- Ability to follow directions and complete tasks

Physical Demands

- Extensive walking and standing. Move actively through the day.
- Majority of lifting is in the 10 pound range consisting of craft and supply material.
- Occasional pushing and pulling of wheelchairs, with frequent bending required.
- Frequent kneeling and squatting.
- Constant handling and grasping.
- Reaching is performed at all ranges of motion.
- Occasional pushing furniture and tables to provide space for group programs.

Working Conditions

- Exposure to bloodborne pathogens: Level II.
- Work environment is Corwin Center skilled nursing and assisted living and memory support.
- Hours vary; nights and weekends may be required.

Job Description Change

Every effort has been made to make this job description as complete as possible. However, this job description may be changed without notice when in the best interest of Emerald Heights. When changes are necessary, a written addendum will be added to this job description.

Statement of Understanding:

I have read this job description and understand its contents. I also understand this job description is not intended to be and should not be construed as an exhaustive list of all the responsibilities, skills, efforts or working conditions associated with my position.

I further understand that my employment is at will, and thereby understand that my employment may be terminated at will by Emerald Heights or myself with or without notice.

Employee Signature

Date

Supervisor

Date