

Life Enrichment Director

Job Title: Life Enrichment Director

FLSA Status: Non-Exempt

Department: Administration

Prepared Date: June 2017

Reports To: Executive Director

Summary: The Life Enrichment Director is responsible for organizing and directing all social activities both in and out of the community. He/she provides residents with an interesting, stimulating and varied calendar of events designed to meet the many social and emotional needs of all the residents and to uphold our company standards. The Life Enrichment Director also supervises the activity assistants and volunteers, if the communities have these positions and programs.

Essential Duties and Responsibilities:

Daily

- Conduct an interview with all new residents within 48 hours of a move-in, conduct an interview with all new residents using the Resident Lifestyle Biography form to summarize the residents' preferences for educational, social, spiritual and recreational preferences.
- Notify Executive Director immediately of noticeable differences in resident behavior in writing with date and signature.
- Conduct tours in the absence of the Sales Director and Executive Director.
- Actively promote the community by making guests feel welcome.
- Make daily announcements, keeping residents abreast of each day's planned activities and of any changes that may have been made in the schedule.
- Provide instructions and supplies for the Caregivers to assist with the activities throughout the day, and when activities personnel are not present.
- Keep an updated file system on entertainment, guest speakers, volunteers, resident and staff birthdays, anniversaries, etc., by maintaining a daily activity sheet and 12-month activity binder. The 12-month activity binder is to include a copy of program resources, entertainment and monthly calendars.
- Handle all correspondence relating to the job (*i.e.*, ordering, inquiries and thank-you notes).
- Serve as a liaison with organizations and groups desiring to involve guests in programs sponsored by them.
- Actively promote participation in all social activities by all residents.
- Work with staff in a team approach to problem solve.
- Assist in maintaining a safe, clean environment.
- Perform any other duties as assigned by the Executive Director.

Weekly

- Attend Service Plan Conferences for residents as needed. If unable to attend, a written summary of how the residents are doing socially and in his/her activities should be given to the Executive Director.
- Lead large group, small group and one-on-one activities throughout the day.
- Oversee activity budget. Ensure all expenditures are accounted for and all receipts are properly recorded on KEW.
- Create and decorate a bulletin board with current monthly events and seasonal themes. Bulletin board is to include monthly activity calendar, enlarged daily date, list of day's activities and locations, birthdays in the month and resident spotlights.
- Conduct or supervise a resident exercise program as per calendar policy.
- Order supplies pertaining to the job (*i.e.*, art and craft supplies, office supplies, party supplies). Keep the activity storage clean and neat. Pick up supplies after each activity and return furniture to its original position.

Life Enrichment Director

- Develop a volunteer program with at least five (5) volunteers from the community. Train and coordinate all volunteer activities.
- Prepare Housewarming gifts.

Monthly

- Prepare monthly activities calendar for IL/AL/Memory care by the 20th of each month and present to Executive Director for approval.
- Attend monthly resident council meetings and take notes.
- Keep activity storage rooms clean and organized.
- Publish a quarterly community newsletter for residents and distribute to family, friends, professionals and the home office.
- Provide residents with current information on areas of health, fitness, safety and community events and activities.
- Acknowledge residents' birthdays, anniversaries, special accomplishments and help with a card, note or some other little gift.
- Take pictures of all the community events and parties.
- Incorporate resident likes and past history into the program whenever possible.
- Arrange for special groups to come to the community.
- Arrange for pet visitation with the local Humane Society or animal groups.
- Participate in or initiate and supervise coffee and news group, story hour, games group, music appreciation, and other groups of interests to the residents.
- Arrange for church attendance on in-house church services at least once a week.
- Show films, slides and video movies periodically.
- Arrange entertainment programs in the community at least twice per month.
- Arrange for resident parties and holiday celebrations.
- Create a calm, enjoyable interaction between the residents themselves, and the residents and staff.
- Decorate dining room and/or lobby using seasonal themes at Christmas, Valentine's, St. Patrick's Day, Easter, Mother's Day, Father's Day, Halloween, Thanksgiving.
- Host Welcome Committee.
- Conduct Quality Assurance Audits of your department.
- Drive community van.
- Assists with coordination of internal marketing events.
- Maintain monthly travel log.

Supervisory Responsibilities: Dependent on location.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Must meet all state health requirements including T.B. and must be able to pass states perspective background clearance

Education/Experience: High School Diploma or GED. Prefer 6-12 months' related experience in geriatric recreational and social activities. Genuine concern for and ability to work with the elderly. Able to lead and motivate people. Ability to organize and prioritize a large, diverse workload. Well groomed. Relate to seniors in a courteous, understanding and cooperative manner. Ability to take initiative. Creative and artistic.

Certificates and Licenses: Able to pass CPR, First Aid and Food Handler's tests. Able to pass an intermediate and/or Chauffeur's driving test, and are insurable to drive the community van. May need to have a CDL license depending on the State.

Life Enrichment Director

Language Skills: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format.

Math Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills: Must be familiar with and able to use Microsoft Office products.

Physical Demands and Work Environment: The physical demands and work environment described below represent the activities and surroundings of the positions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee most frequently works in a typical office environment with moderate noise. This position will be required to visit all parts of the facility on occasion, including the kitchen and housekeeping departments, which may expose the employee to work near moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; extreme cold (non-weather); extreme heat (non-weather) and vibration.

The employee must occasionally lift and/or move up to 25 lbs. Specific vision abilities required by the job include close vision, distance vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

Periodic travel may be required, including overnight travel.

Work Environment: The noise level in the work environment is usually moderate, consisting of usual business office sounds including but not limited to computers, printers, telephones, light foot traffic and background conversation.

This job description is intended to describe the general nature and level of work being performed by most people assigned to this job. However, it is not an exhaustive list of all duties and responsibilities and requirements.

If you need clarification on any items outlined in this job description, please bring it to the attention of your direct supervisor. Your signature confirms you understand and are willing to perform the duties of this job description as outlined above.

Team Member Print Name

Team Member Signature _____
Date