

Job Title: Life Enrichment Specialist

Date: July 12 2024

Reports To: Memory Care Manager

Location: Allen Brook

I. Position Summary:

The MCAB Life Enrichment Specialist is responsible for enhancing resident quality of life through the development and presentation of programming for our Memory Care residents. The CE Specialist will engage and connect with our community members, enhancing their functioning, social interaction, and expression. The LE Specialist directs and supervises resident volunteers and interns in the provision of activities and programs developed by the LE Specialist. He/she works in partnership with the resident, their family members, and caregivers to design the activities program.

II. Principal Responsibilities:

1. Creates and Administers Resident Activities Program:

- Routinely communicates with residents, family members and staff to establish a life history summary of each resident to determine those activities in which the resident would be most interested in pursuing and or participating.
- Designs activities utilizing information obtained from each resident's life history summary and interest profile, which support the social and mental well-being of our residents.
- Develops relationships with residents that encourage ongoing participation in activities that enhance their quality of life.
- Reports any significant changes or concerns to appropriate staff.
- Utilizes community resources to enrich the variety of programs available and provide opportunities for intergenerational connections.
- Coordinates events and activities for residents, both within facility and off-site, based on resident input and interest.
- Orders activity supplies and oversees the activity budget with petty cash account and ensures that costs maintained within budgetary guidelines.
- Maintains the activity storage area in a neat and organized manner. Picks up supplies after each activity and returns furniture to its original position.
- Maintains an inviting, functional, and organized home like environment, including appropriate and seasonal decorations.

- 2. Develops a Sense of Community for Residents and Environment of Caring:**
 - Provide social visits with residents, individually (1:1) and in groups.
 - Participates in monthly resident meetings.
 - Promotes positive sense of community with residents by presenting a friendly, social and caring environment within Memory Care at Allen Brook.
 - Listens and directly engages with residents to determine interests and strategies to enhance connections and facilitate community engagement.
- 3. Provides Transportation Needs for Residents**
 - Provides escort services to medical appointments as needed.
 - Assists in escorting residents on field trips and outings.
- 4. Manages Memory Care Volunteer Program**
 - Recruits, trains, schedules and supervises volunteers, interns and AmeriCorps members.
 - Develops supportive environment and incentives for volunteers.
- 5. Performs other general duties:**
 - Works independently and as part of a team to carry out job duties.
 - Communicates in a positive and respectful manner with residents, co-workers visitors and family members.
 - Works closely with Manager and RN, supporting resident needs and care plans, when necessary.
 - Attends CSC and MCAB staff meetings.
 - Fills in for other staff members as needed.
 - Serves as Best Friends Specialist. Promotes and trains staff on Best Friends.

III. CSC Standards of Conduct:

- Demonstrates a commitment to the mission and values of CSC.
- Demonstrates respectful and effective communication with co-workers, residents, families and vendors.
- Protects the privacy and confidentiality of information related to residents, families, staff and general CSC operations.
- Communicates a positive image about CSC to the community.
- Conducts him/herself in a safe manner by adhering to all safety practices, rules and standards throughout the workday.
- Demonstrates a commitment to quality and proactively seeks to make improvements to systems and processes.
- Maintains a professional appearance that is appropriate for his/her position.
- Reports to work on time, completes time card accurately in UKG, provides advance notice for time off, and appropriately manages CTO time.
- Demonstrates a commitment to integrity in work habits and use of CSC resources.

- CSC's mission and operations require that an employee is prepared to perform duties as assigned that may be outside his/her principal responsibilities.

IV. Minimum Qualifications:

Must have a high school diploma or equivalent GED. Preference for minimum of an Associate's Degree in a related field with at least two years prior experience working with elders. Previous experience in leading activities specifically for people with dementia population is preferred. Knowledge of recreational activities is essential. Demonstrated excellence in verbal communication is required. Must have knowledge of and an appreciation for the heritage, values, and wisdom of each resident and a commitment to the philosophy of aging in place. Must possess a valid driver's license and ability to drive a company van, as needed for activities. A working knowledge of Microsoft Office and Microsoft Publisher is a plus.

V. Working Conditions and Physical Demands

- Must be able to lift/push up to 25 pounds.
- Must be adaptable to working in a high stress work environment.
- Must be in good general health and demonstrate emotional stability in order to cope with the mental and emotional stress of the position.
- May require daily travel to various property sites.
- Must be able to lead resident field trips off site.

Note: Non-Essential Duties are noted with an asterisk.

Employee Name (printed)_____

Employee Signature_____

Date:_____