



## LIFE ENRICHMENT COORDINATOR FARMSTEAD

*“To glorify God by providing a continuum of care and services that demonstrates the love and compassion of Jesus Christ.”*

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**Position Summary:** Plan, schedule, and lead quality life enrichment activities and programming for residents in an environment that promotes their rights, dignity, freedom of choice, and individuality. Oversee activity aides, including hiring, training/onboarding and assisting through the day-to-day.

### **Essential Responsibilities:**

1. Develop, supervise, direct, and organize an ongoing program of group, independent, and one-to-one activities for residents of both independent and assisted living while monitoring the work of assigned staff and volunteers.
2. Assure the preparation of a monthly and annual activity calendar based on the assessed needs and interests of residents, focusing on the physical, social, spiritual and leisure wellness of each resident.
3. Adapt activities for different cognitive and physical abilities; this includes residents with dementia and mobility challenges.
4. Track and evaluate participation and engagement for activities while gathering feedback throughout.
5. Plan and maintain department budget, assuring budgetary compliance.
6. Evaluate care plans for residents and participate in care conferences as needed in AL.
7. Coordinate Resident Council meetings on a bi-monthly basis.
8. Participates in staff interviews, staff evaluations, coaching and counseling.
9. Training and onboarding new employees and creating work schedules for each aide.
10. Assures services are carried out according to policy and best practice guidelines.
11. Professionally represents Resthaven and interactions with community members while demonstrating a genuine commitment to the mission of Resthaven.
12. Maintain supervision of Independent Living and Assisted Living of The Farmstead activities and activity aides.
13. Assists with the display, storage, and organization of all seasonal decorations.
14. Coordinate transportation of residents for all activities according to Resthaven policy guidelines.
15. Ability to establish and maintain effective and professional working relationships with residents, families, visitors, and employees.
16. Collaboratively implements programming with different departments/campuses as appropriate.
17. Participates in learning and development opportunities. Attends seminars, meetings and educational opportunities to stay current with best practice and emerging trends to best serve.
18. Assumes all other position related responsibilities as assigned.

### **Knowledge, Skills & Abilities:**

1. Ability to speak clearly and distinctly when leading activities or making announcements.
2. Effective verbal and written communication and re-directional skills.
3. Ability to operate standard office equipment including fax, telephone, copier, etc.

4. Computer literate and familiarity with Word, Excel, Email, etc.
5. Communicates effectively and tactfully, while recognizing age, cultural orientation, needs, abilities and physical condition.
6. Ability to operate basic audio-visual equipment such as the home theatre, PA systems, TVs, Canva for designing calendars and flyers, etc.
7. Ability to display a sense of caring, concern, compassion and dignity for residents.
8. Ability to work independently and manage time productively while being attentive to detail and staying organized.

**Education, Training, Experience:**

1. High school graduate or successful completion of GED.
2. College course work in recreational therapy, social work, gerontology, or human services preferred.
3. At least 3 years related experience or training desired, preferably working with the elderly.

**Required Licenses, Registration, and/or Certifications:**

1. N/A

**Nonessential Responsibilities:**

1. Ensure customer/resident satisfaction by providing exceptional customer service.
2. Flexible schedule with ability to work occasional weekends and holidays
3. Maintains confidentiality in all aspects of Resthaven's residents and employees.
4. Clean and maintain activity equipment.
5. Practice the highest standards of ethics, honesty, and accuracy.
6. Understand and support Resthaven policies and procedures.
7. Attends department and team meetings.
8. Assumes all other position related responsibilities as assigned.

**Physical Demands:**

- The employee is required to stand; walk; sit; handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; pull, push, twist, turn, bend, stoop, kneel, or crouch; talk and hear.
- The employee must be able to lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

- While performing the duties of this job, there are no extreme temperatures or working conditions. The employee maybe exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

**The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Requests for reasonable accommodations may be made through Human Resources to enable individuals with disabilities to perform the essential functions.**