

Position Title: Life Enrichment Associate	Date: _____
Reporting Responsibilities: Director of Life Enrichment	Exempt Status: Hourly
Overview: The Life Enrichment Associate is primarily responsible to assist in the planning, implementation, and evaluation of recreational, social, intellectual, emotional and spiritual programs, in accordance with the resident's assessment and care plan and as directed.	

Duties and Responsibilities:

Administrative:

- Assist in organizing, implementing and evaluating the life enrichment programs of the health campus.
- Participate in community planning related to the interests of the health campus and the services and needs of the resident and family.
- Involve residents and families in planning facility life enrichment programs. Interview residents or family members to obtain activity information.
- Coordinate activities with other departments as necessary.
- Ensure that all charted life enrichment activity progress notes are informative and descriptive of the services provided and of the resident's response to the service.
- Arrange transportation for field trips when necessary.
- Assist in developing and maintaining a schedule of life enrichment activities. Assist in scheduling movies, planning parties, and providing games/activities for the residents. Encourage residents to participate in hobbies and crafts. Provide material as necessary.
- Assist in making appointments for the resident as requested.
- Make routine visits to residents and provide assistance with crafts, projects, etc., as necessary. Assist bed residents by visiting with them, writing letters, running errands, etc., as necessary.

Committee Functions

- Serve on various committees of the facility (i.e., Infection Control, Policy Advisory, Pharmaceutical, Budget, Quality Assessment and Assurance, etc.) as appointed by the Executive Director.

Personnel Functions

- Assist in developing volunteer life enrichment activity assignments.
- Report occupational exposures to blood, body fluids, infectious materials and hazardous chemicals to your supervisor.

Staff Development

- Attend and participate in appropriate in-service training programs prior to performing tasks that may result in exposure to blood, body fluids, infectious materials, or hazardous chemicals.
- Attend and participate in annual OSHA and CDC in-service training programs for hazard communication, TB management, and bloodborne pathogens standard.

Safety and Sanitation

- Report all incidents/accidents immediately. Report any unsafe/hazardous conditions/equipment immediately.
- Use protective clothing/devices when handling infectious waste and/or blood/body fluids.
- Report missing/illegible labels and MSDS's to your supervisor.
- Assist in cleaning life enrichment activity areas after completing activity functions.

Equipment and Supply Functions

- Operate activity equipment in a safe manner. Use life enrichment activities supplies in an efficient manner to avoid waste.
- Assist in the moving/arranging of equipment/supplies to assure that life enrichment activity areas are ready for scheduled activity functions.

Care Plan and Assessment Functions

- Assist in developing a written plan of care (preliminary and comprehensive) for each resident that identifies the problems/needs of the resident and the goals to be accomplished for each problem/need identified.
- Encourage the resident/family to participate in the development and review of his/her plan of care.
- Follow the care plan in providing daily life enrichment activities for the residents.

Budget and Planning Functions

- Purchase supplies, clothing and personal items for the residents as directed by your supervisor.
- Follow the purchase order policies and procedures of the company.

Resident Rights

- Maintain confidentiality of all pertinent resident care information to assure resident rights are protected.
- Maintain a written record of any resident complaints and/or grievances that indicates the action taken to resolve the complaint and the current status of the complaint.
- Follow the health campus policies and procedures regarding resident rights.

Other

- Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.
- All other duties as assigned.

Required Skills, Education and Experience:

- Must have, at a minimum, a high school diploma or its equivalent.
- Must be able to read, write and follow written and oral instructions in English.
- Must be able to make independent decisions concerning above job duties
- Must possess the ability to deal tactfully with personnel, residents, family member, visitors, government agencies/personnel, vendors, and the general public.
- Must have a valid driver's license and a Motor Vehicle Record that is free of any major traffic violations for the past three years, and be able to operate a large van/bus (up to 12 passengers).

Physical and Mental Requirements:

Physical Requirements: Sitting, standing, bending, reaching, stooping, walking, and moving intermittently during working hours. Must be able to lift at least 50 pounds. Must be able to operate office equipment.

Must be able to maintain verbal and written communication for effective working relationships with supervisor, co-workers, residents, family members, visitors, vendors and other business associates within or without the Health Campus.

Mental Requirements: Must be alert and attentive to detail. Able to remember names and places. Able to plan own work activities and manage multiple tasks. Able to deal with varying employee personalities. Must be able to make decisions and show good judgment. Must present a neat, clean, professional appearance and demonstrate a positive, cheerful attitude towards associates and residents.

Environment: Works often in clean, well lit, heated and cooled office, as well as throughout the health campus and its premises, which may include occasion to be outside which would require exposure to varying weather conditions. Subject to hazardous chemicals and/or infectious substances. Potential and/or direct exposure to blood, body fluids, infectious diseases, and air contaminants. Subject to possible injury from combative/belligerent/irrational residents. Works beyond normal working hours and on weekends and holidays when necessary. Is subject to call-back during emergency conditions.

I have received a copy of my job description, which outlines the responsibilities; required skills, education and experience; and the physical and mental requirements of my job. My signature below indicates that I have read and fully understand the requirements and that I am able to perform the essential functions as outlined.

Employee Name: _____

Employee Signature: _____ Date: _____

Witness Name/Title: _____

Witness Signature: _____ Date: _____