

ASSISI HEIGHTS POSITION DESCRIPTION

DEPARTMENT: Life Enrichment

TITLE: HCC Life Enrichment Coordinator

GENERAL SUMMARY

The Healthcare Life Enrichment Coordinator plans, organizes, implements and evaluates activities and programs designed to find meaningful ways for the Sisters on 2nd and 3rd Francis to engage in everyday life; socially, physically, spiritually, and cognitively. This position focuses on the Person Directed Living philosophy to ensure a homelike quality of life for the Sisters and demonstrates behavior that reflects the Mission of the Sisters of St. Francis.

ESSENTIAL FUNCTIONS

- Designs enrichment activities for Sisters on 2nd and 3rd Francis to meet a variety of cognitive, psychosocial, physical, and spiritual needs, for individuals as well as small groups.
- Works with the Director of Nursing and the Healthcare Manager to design activities or events.
- Communicates with the Sisters, when appropriate, to determine interests, abilities, preferences, limitations, or needs.
- Participates in teaching residents new skills or re-train them in once familiar daily activities that have been lost due to illness or injury.
- Evaluates Sisters' reactions during activities and reports unusual observations to the Healthcare Managers.
- Monitors progress and effectiveness of activity programs and makes adjustments/changes as necessary.
- Works alongside nursing staff and Healthcare Manager to provide the Sisters with cognitive engagement throughout the day.
- Plans programs or one-on-one activities during morning, afternoon, evening, and weekend hours.
- Leads volunteers in program participation.
- Works closely with nursing staff and HCC Manager to assess changing needs of Sisters.
- Engages healthcare staff by providing them the training and opportunity to facilitate activities when available, as directed by the Director of Nursing or Healthcare Managers.
- Assists in training and orienting new volunteers and college interns.
- Attends Care Conferences when assigned.
- Collaborates with the Life Enrichment and Volunteer Coordinator for scheduling programs and for coordination of volunteers.
- Engages Sisters with family and friends through various modes of communication, such as, IN2L, and Skype.
- Operates work related equipment, i.e. IN2L, Smart TVs and other media resources.
- Assists Sisters to and from programs.
- Promotes and distributes a monthly schedule of activities.

OTHER FUNCTIONS

- Photographs activities and events for publications, calendars and internal use.
- Participates in appropriate meetings as designated by the Director of Nursing.
- Other duties as assigned by the Director of Nursing.

COMPETENCIES AND/OR SPECIAL REQUIREMENTS

- To perform the job successfully, an individual should demonstrate the following competencies:

Attendance/Punctuality	Teamwork	Dependability
Customer Service	Safety and Security	Motivation
Attention to Detail	Problem Solving	Efficiency
Friendliness	Confidentiality	Person Centered Living Philosophy

- Must pass a background investigation, including criminal history and driving record.
- Must possess a valid Minnesota Driver's license and have a safe driving record free from any major traffic violations to drive any Assisi vehicles.

QUALIFICATIONS

- Minimum of 2-3 years of experience in gerontology or long term care activities.
- Strong interpersonal skills and proficient knowledge of Life Enrichment philosophy, Person-Directed support, Dementia, and limitations appropriate for older adults.
- Program planning experience required.
- Ability to think creatively, finding new ways to better engage Sisters.
- Ability and willingness to work flexible hours, such as during evenings and weekends for certain activities.
- Ability to read, write, speak, and understand English.
- Ability to communicate effectively to various groups with excellent oral and written skills.
- Ability to work collaboratively with members of the Healthcare staff and volunteers.
- Ability to organize and prioritize responsibilities.
- Ability to work with residents of varying levels of responsiveness.
- Ability to maintain confidentiality.
- Computer proficiency with Microsoft software.

WORKING CONDITIONS

- Flexible work schedule required to include evenings and weekends.
- Possible exposure to blood and other body fluids.
- Physical assistance to Sisters may be required involving lifting, reaching, bending, pushing and stooping.
- Objects frequently required to be lifted, pushed, pulled and/or carried range from 5-25 lbs.
- Standing, sitting, walking, bending, stooping, stretching, reaching, grabbing, pushing, lifting, carrying, auditory and visual acuity, and manual dexterity required on a daily basis.
- Exposure to latex, plastic and/or materials which are used for PPE (Personal Protective Equipment).

ACCOUNTABILITY: Reports to the Director of Nursing
POSITION LEVEL: HCC-7
FLSA: Non-exempt
DATE PREPARED: November 2019
DATE UPDATED: September 2020, September 2021

SIGNATURES:

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required.

Employee: _____ Date: _____

Director or _____ Date: _____

Congregational Leadership: