

**ASSISI HEIGHTS
POSITION DESCRIPTION**

DEPARTMENT: Life Enrichment **JOB TITLE:** Residential Life Enrichment Coordinator

GENERAL SUMMARY

The Life Enrichment Coordinator is responsible for developing, coordinating, and implementing the Life Enrichment programs to provide opportunities for enrichment, stimulation and education for the non-healthcare residential Sisters at Assisi Heights. Behavior will reflect the Mission of the Sisters of St. Francis to ensure a homelike quality of life for the Sisters. Maintains confidentiality at all times with issues relating to residents, guests and employees.

ESSENTIAL FUNCTIONS

- Develops and coordinates services and programs to meet the assessed needs, interests and capabilities of the non-healthcare residential Sisters at Assisi Heights.
- Develops and monitors department budget in collaboration with the Director of Residential Life.
- Leads and monitors individual and group activities to assure they are meeting the specific needs of the Sisters.
- Uses clinic and congregational resources in the development of programs.
- Coordinates programs with the Director of Residential Life in conjunction with the Volunteer Coordinator and Residential Healthcare Manager.
- Collaborates with the Volunteer Coordinator for specific activities.
- Publishes a bi-monthly program calendar.
- Organizes a Life Enrichment team of Sisters to collaborate in meeting the needs of the Sisters.

OTHER FUNCTIONS

- Participates in appropriate professional organizations, such as the Statewide Activity Professional (SWAP) and the Rochester Area Activity Professionals (RAAP).

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 a criminal history investigation.

QUALIFICATIONS

- Certification from the National Association of Activity Professionals (NAAP) and Bachelor's or Associate Degree in related field preferred.
- Minimum of 3-5 years' experience in gerontology or long term care programs/activities.

(Qualifications- continued)

- Valid Minnesota Driver's license, maintaining a safe driving record free from any major traffic violations.
- Knowledge of computers, software applications (examples: MS Word, Print Shop, PowerPoint) and peripherals.
- Proven ability in planning, organizing and budgeting.
- Strong interpersonal skills to work well with highly educated women.
- Ability to communicate effectively to various groups with excellent oral and written skills.
- Ability to work collaboratively with all staff and departments.
- Ability to organize and prioritize responsibilities.

WORKING CONDITIONS

- Work requires use of computer keyboard and mouse.
- Position will entail some evenings and/or weekend coverage.
- Generally 20 hours per week, requiring flexible work schedule as needed.
- 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, manual dexterity, auditory and visual acuity required on a daily basis.

ACCOUNTABILITY: Reports to the Director of Residential Life
POSITION LEVEL: N-6
FLSA: Non-Exempt
DATE UPDATED: 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: _____ Date: _____

Leadership: _____ Date: _____

Liaison