

ASSISI HEIGHTS POSITION DESCRIPTION

DEPARTMENT: Life Enrichment

TITLE: Life Enrichment Assistant

GENERAL SUMMARY

This position assists in the planning, organizing, developing, and implementation of 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 Centered 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

- Assists the Healthcare Life Enrichment Coordinator in executing the programs and activities for Sisters on 2nd and 3rd Francis to meet a variety of mental, psychosocial, physical, cognitive needs, and spiritual needs, in groups and one-on-one
- Communicates with the Sisters to determine interests, abilities, preferences, limitations, or needs
- Works with the Healthcare Life Enrichment Coordinator to address changes, observations, design ideas or events
- Explores interests, preferences, and attempts to involve Sisters as appropriate
- Assists Sisters to and from programs and promotes scheduled activities
- Leads programs or one-on-one activity during evening, and weekend hours
- Works with volunteers when available
- Engages Sisters with family and friends through various modes of communication, such as, IN2L, Skype, and Zoom
- Operates work related equipment, i.e. IN2L, Smart TVs and other media resources.
- Takes the Sisters on various outings when scheduled by the Life Enrichment team

OTHER FUNCTIONS

- Participates in appropriate meetings as designated by the Healthcare Life Enrichment Coordinator
- Other duties as assigned by the Healthcare Life Enrichment Coordinator

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.
- Valid Minnesota Driver's license, maintaining a safe driving record free from any major traffic violations

QUALIFICATIONS

- Minimum of 2-3 years of experience in gerontology or long term care activities
- Proficient knowledge of Life Enrichment philosophy, Person-Directed support, Dementia, and limitations appropriate for older adults
- Program planning experience required
- Strong interpersonal skills
- 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 maintain confidentiality
- Knowledge of computers, MS Office Suite, and peripherals

WORKING CONDITIONS

- 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)
- Flexible work schedule as needed to cover the needs of the department
- Approximately 20 hrs./week to include evening and weekend programs

ACCOUNTABILITY: Reports to the Life Enrichment Manager

POSITION LEVEL: N-4

FLSA: Non-exempt

DATE PREPARED: 2019

DATE UPDATED: June 2024

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: _____

Manager or _____ Date: _____

Congregational Leadership: