

**ASSISI HEIGHTS  
POSITION DESCRIPTION**

**DEPARTMENT:** Life Enrichment

**TITLE:** Life Enrichment Manager

**GENERAL SUMMARY**

The Life Enrichment Manager is responsible for the strategic development, ongoing growth, and overall coordination of the Life Enrichment programs at Assisi Heights. Promotes the philosophy and values of the Sisters of Saint Francis with behavior that reflects the Mission of the Sisters of St. Francis to ensure quality of life for the Sisters in their home including person centered care and aging in place philosophy.

**ESSENTIAL FUNCTIONS**

- Leads the Life Enrichment and Volunteer staff in planning and implementing life enrichment programs that are tailored to the needs of the Sisters at Assisi Heights
- Interacts with Sisters to foster relationships and liaise with other departments
- Maintains the on-line master calendar of events, outings, and other opportunities for the Sisters
- Schedules Community Room Events on the Event Calendar and informs the Environmental Services Manager of requested set up needs
- Ensures that all special events listed for Sisters have a Life Enrichment Team Member or Lead Volunteer present
- Develops procedures pertaining to Life Enrichment and communicate these with Life Enrichment staff and other departments as needed
- Develops and monitors the annual department budget in collaboration with the Director of Residential Life and Life Enrichment staff
- Collaborates with the Director of Human Resources on issues involving recruitment, hiring, orienting, development, corrective action, performance appraisals, wage adjustments, workers compensation and other Human Resources related subjects
- Provides transportation for outings if needed, using facility vehicles
- Assists the Volunteer Coordinator with the planning and execution of the Annual Volunteer Appreciation celebration as needed
- Develops annual survey for Sisters to assist in accessing their ongoing changing needs
- Meets regularly with Life Enrichment, Volunteer staff, and Director of Residential Life
- Attends monthly Management meeting
- Liaison to established Partners in the Community (i.e. Olmsted County Elections Team, St. Francis Grade School, Lourdes High School, etc.) and develops new partnerships

**OTHER FUNCTIONS**

- Other duties as assigned by the Director of Residential Life

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

## **QUALIFICATIONS**

- Bachelor's Degree in Recreational Therapy or related field preferred
- Previous experience in planning and implementing activities for seniors, preferably in independent living, assisted living, skilled care, memory care
- Knowledge of the physical, cognitive, spiritual and psychosocial needs of older adults and the ability to adapt activities accordingly
- Committed to person-centered living and a holistic philosophy of life enrichment
- Strong organizational, time management, interpersonal, communication and facilitation skills
- Minimum of one year of experience in a supervisory position
- Experience in collaboration, working on a team and in team-building
- Proficiency in using computer software for activity planning, documentation, and recordkeeping (i.e. Word, Excel, Publisher, etc.)
- 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

## **WORKING CONDITIONS**

- Flexible work schedule required to meet the needs of the department
- 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, color discrimination and manual dexterity required daily
- Exposure to latex, plastic and/or materials which are used for PPE (Personal Protective Equipment)

**ACCOUNTABILITY:** Reports to Director of Residential Life

**POSITION LEVEL:** E-4

**FLSA:** Exempt

**DATE PREPARED:** October 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: \_\_\_\_\_

Director: \_\_\_\_\_ Date: \_\_\_\_\_

Of Residential Life