



Job Description

Life Enrichment

Supervisor: LE Coordinator

Job Qualifications: Must possess, at a minimum, a high school diploma. Experience in a CBRF, Nursing Home or Long Term Care setting is required. Must be in good mental, physical and emotional condition, and be willing to cooperate with other employees.

Responsibilities: Planning and implementing the activity program that is designed to meet the needs of our Memory Care residents. Ensure that activities, charting and documentation are done and that they follow regulations. Coordinate programming with all other departments.

General duties include but are not limited to:

DHS 83.38 Program services.

(1) **Services.** As appropriate, the CBRF shall teach residents the necessary skills to achieve and maintain the resident's highest level of functioning. In addition to the assessed needs as determined under s. [DHS 83.35 \(1\)](#), the CBRF shall provide or arrange services adequate to meet the needs of the residents in all of the following areas:

(a) *Personal care.* Personal care services shall be designed and provided to allow a resident to increase or maintain independence.

(b) *Supervision.* The CBRF shall provide supervision appropriate to the resident's needs.

(c) *Leisure time activities.* The CBRF shall provide a daily activity program to meet the interests and capabilities of the residents. Employees shall encourage and promote resident participation in the activity program. The CBRF shall develop and post the activity schedule in an area available to residents.

(d) *Community activities.* The CBRF shall provide information and assistance to facilitate participation in personal and community activities. The CBRF shall develop, update and make available to all residents, monthly schedules and notices of community activities, including costs.

(e) *Family and social contacts.* The CBRF shall encourage and assist residents in maintaining family and social contacts.

(f) *Communication skills.* The CBRF shall provide services to meet the resident's communication needs.

- Assists in planning, developing, organizing, implementing and leading activity programs in the evenings and weekends or as requested by LE Coordinator.
- Attends department meetings, as well as meetings delegated by the Administrator or Coordinator.
- Development of programs individually and specifically designed for Memory Care.
- Attends all mandatory in-services.
- Creates and sends out Newsletter.
- Assist with creating and distributes weekly activity calendar.
- Activity documentation and resident care charting weekly and as necessary.
- Assists in completing ISP's, as they are due.
- Decorating of facility for Holidays and special events.
- Assists in creating flyers, marketing and community relations.
- Coordinates large events (i.e. Ice Cream Social, Bazaar, etc.).
- Other duties as assigned.
- Performs one- on –one interaction to enhance quality of life; including sensory visits.



- Recruits, trains and supervises volunteers when appropriate.

Physical Demands: See attached job function profile

- Recruit, train, and supervise volunteers when appropriate.

Equipment commonly utilized:

- Stove
- Microwave
- Helium tank
- TV, DVD, VCR, Wii
- CD player
- Computer
- Microphone

This job description is not intended to be all inclusive. The employee will also perform other reasonable related duties as assigned by the supervisor or other manager.

Management reserves the right to change job responsibilities, duties, and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.

This offer is conditional upon the successful completion of criminal history record, evidence of eligibility to work in the United States, caregiver background checks, and meeting MCP's training program within 90 days of employment. This is considered your formal notice. At any time during employment, if any conditions change regarding criminal history background information – employer must be notified immediately.

Caring for residents with Dementia and Alzheimer's can be an extremely challenging and stressful occupation that subjects employees to associated behaviors. By signing this document, you acknowledge your understanding of the industry pressures and inherent stress associated with this position.

I have read the above job description and fully understand its contents. I hereby agree to accept the responsibility as outlined above.

Signature

Date



STRENGTH	N	S	O	F	C	Physical Demands
Push/pull light objects under 10 pounds					X	Frequency Code
Push/pull objects less than 20 pounds					X	
Push/pull more than 20 pounds					X	N = Never
Push/pull more than 50 pounds		X				S = Seldom/once or twice a week
Lift/carry light objects					X	O = Occasionally/at least once a day
Lift/carry objects less than 20 pounds					X	
Lift/carry objects more than 20 pounds		X				F = Frequently/several times a day
Lift/carry objects more than 50 pounds		X				
Lift/carry objects more than 100 pounds	X					C = Constantly/ongoing throughout the day
MOBILITY						
Walking					X	
Standing					X	
Squatting				X		Job Title:
Sit for prolonged periods				X		Life Enrichment
Stand for prolonged periods					X	Coordinator
Remain in uncomfortable position for long periods such as bending over tables or beds			X			
Climb stairs	X					
Reach above shoulders				X		
Bend				X		
Kneel			X			
Drive	X					
ENVIRONMENTAL CONDITIONS						
Exposure to blood, body tissue or fluids		X				
Exposure to hazardous waste materials other than blood, body tissues or fluids		X				
Exposure to excessively high temperatures	X					
Exposure to excessively low temperatures	X					
Exposure to sudden fluctuations in temperatures	X					
Exposure to seasonal conditions in outside weather			X			
Exposure to grease or oil	X					
Exposure to toxins, cytotoxins, or poisonous substances			X			
Exposure to dust				X		
Exposure to other hazardous materials such as chemicals			X			
Exposure to bodily injuries				X		
Exposure to loud or unpleasant noises				X		
Exposure to high humidity or wetness			X			
Exposure to electrical hazards	X					
Exposure to burns	X					
Exposure to electro-magnetic radiation	X					
Exposure to mechanical hazards		X				