



JOB DESCRIPTION

Position Title: Director of Community Life
Department: Community Life
Exempt Status: Exempt
Supervisor: Administrator

GENERAL SUMMARY:

The Director of Community Life is responsible for the planning, coordinating and directing a wide and varied scope of activities and programming which meet the spiritual, emotional, intellectual, vocational, social, physical and environmental needs of all residents in Independent Living, Assisted Living and Health Care Center. The programming is designed to meet the needs and to develop future programs to help meet the wellness needs of the residents (including but not limited to intellectual, occupational, social, environmental, spiritual, emotional, nutritional and physical.) The development of the programming must meet the requirements of the LCS Lifestyles and Health Services and the 8 Dimensions of Wellness. The Director must support, direct and illustrate the LCS Cares Program and Hospitality Promises. The Director oversees Community Life staffing, transportation and concierge services in all Community areas.

PRINCIPLE DUTIES:

Essential Job Duties:

1. Interview, select, train, supervise and evaluate Community Life coordinators, Fitness coordinators, transportation coordinator, drivers, Salon staff, concierge and vendors that provide activity services to the Community.
2. Plan, coordinate and direct a balanced program of spiritual, emotional, intellectual, vocational, social, physical and environmental activities with the intent of including all residents in some area of lifestyle activity.
3. Develop and maintain relationships with lecturers, volunteers, community resources, performers, etc. who can provide programming to the residents.
4. Plan, coordinate and direct a program of transportation to events and programs by meeting with residents to determine their needs and desires and then scheduling community drivers or outside resources.
5. Supervise/Coordinates Resident Council/Club and family meetings. Arranges special meetings for residents and families to address special interests and provide educational opportunities.
6. Publicize events, programs, presentations, activities, etc.



7. Coordinate publication of the Community newsletter according to community branding standards.
8. Interview, select, train, supervise and evaluate volunteers and other personnel as needed.
9. Ensure necessary supplies and resources are on-hand for each program.
10. Conduct new resident orientation, interacting with other departments to ensure a smooth transition.
11. Serve as a resource person for new residents.
12. Update, Maintain and Supervise the data entered by coordinators in EMR like Care plans, Service plans, Activity notes, etc.
13. Oversee the operation of the Community's library.
14. Create annual plans, checklists, goals, budgets, pricing and performance standards; maintain appropriate records pertaining to the department budget; monitor and control cost expenditures, providing justifications/explanations for variances as appropriate. Submit all appropriate billings for services provided by the department.
15. Oversee the implementation and operation of the Community's Communication system for calendars and events that broadcasts to the residents.
16. Oversee the Fitness vendors and the implementation of the physical fitness programming and educational programs.
17. Facilitates and supervises the Resident Council meetings and accountable for regular follow ups.
18. Coordinate services with other disciplines and involve other departments in activities as applicable.
19. Provide individual and group educational opportunities for residents and staff in the area of disease prevention and management in the holistic spirit of the Lifestyle and Health Services Wellness Program.
20. Participate with other members of the community team in identifying and recommending additional services or a physical move within the continuum of care for residents whose needs have changed.
21. Interact with the resident and family members when a change in the resident's condition necessitates additional services or a physical move within the continuum of care.
22. Assist residents and family members by offering support in dealing emotionally with the aging process and illnesses.
23. Plan outreach programs of the Residential Health Services components.
24. Provide resource and assistance to the Marketing Department to promote and support events.
25. Ensure compliance with all regulatory agencies.
26. Prepare and maintain required reports, records, studies and surveys.
27. Network, plan, coordinate and contract with qualified educators, instructors and



- health professionals to provide program components.
28. Responsible for overseeing schedules, activities and activity changes for transportation and reception.

Other Duties:

1. Works with Community Life/Activity Coordinators to encourage residents to take an active part in the community and embrace all programs.
2. Works with Activity Coordinators and residents in determining the level and quantity of activity.
3. Attend in-service training and education sessions, as assigned.
4. Properly use the community logo according to the Logo Usage Guidelines and consistently with community branding.
5. Ensure active facilitation and successful implementation of the LCS Extraordinary Impressions hospitality program, LCS Cares Program and the Lifestyle & Healthy Services 8 Dimensions of Wellness.
6. Be available and actively engage in support of community needs in times of emergency situations and perform duties as assigned.
7. Perform specific work duties and responsibilities as assigned by the Administrator.

HOSPITALITY FOCUS:

The Aldersly fully embraces a culture of hospitality. To that end, we include the following hospitality promises as a guide for our interpersonal interactions with residents, co-workers, and guests:

1. We greet residents, employees and guests warmly, by name and with a smile.
2. We treat everyone with courteous respect.
3. We strive to anticipate resident, employee and guest needs and act accordingly.
4. We listen and respond enthusiastically in a timely manner.
5. We hold ourselves and one another accountable.
6. We embrace and value our differences.
7. We make residents, employees and guests feel important.
8. We ask "Is there anything else I can do for you?"
9. We maintain high levels of professionalism, both in conduct and appearance, at all times.
10. We pay attention to details.



QUALIFICATIONS:

1. College degree in recreational therapy and/or Activity Director Certification preferred.
2. Two years of appropriate professional experience in geriatrics, recreation, or social administration.
3. Must be CPR, AED and First Aid certified.
4. At least five years' experience in supervising staff.
5. Ability to communicate effectively in English and perform simple arithmetic.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Must be able to work with others in setting up for events, including lifting, stooping, stretching, and using a step-stool. Must be able to lift up to 30 lbs; must be able to complete small set-ups independently; must be able to assist residents physically in boarding the bus, sitting, standing, and walking. Good visual and hearing acuity required; good verbal communication skills required. May be exposed to communicable diseases, and blood and body fluids that may contain HIV and/or HBV. May be exposed to cleaning chemicals and offensive odors.

DISCLAIMER CLAUSE:

I have read my Job Description. I understand the information contained in the Job Description. I further understand that this Job Description is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts or PHYSICAL REQUIREMENTS/ WORKING CONDITIONS associated with my job. I may be required to perform additional tasks necessary to meet standards of quality and care.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____