



JOB DESCRIPTION
Caregiver/ Activities Coordinator-Assisted Living

Position Title: Caregiver/Activities Coordinator
Department: Assisted Living
Exempt Status: Non-Exempt
Supervisor: Administrator

GENERAL SUMMARY:

The Activities Coordinator in Assisted Living is responsible for the overall planning and implementation of varied activity and educational programs designed to meet the requirements of the LCS Lifestyles and Health Services and 8 Dimensions of Wellness and other programs specifically related to Assisted Living and as needed.

PRINCIPAL DUTIES:

Essential Job Duties:

1. Assists with planning and coordinating activities and events, discussion groups & clubs, sensory stimulation, cultural activities, religious services, special entertainment, off-property trips, special events, IT support, in-house movies, instructions courses; such as, arts & crafts, seminars, workshops, presentations; Active Aging Week, health & fitness activities, customized activities for Alzheimer/Dementia and Parkinson affected residents, marketing events, holiday parties, etc.
2. Prepares and distributes the monthly calendar, weekly reminders, event flyers, newsletters and other promotional material for Assisted Living.
3. Coordinates Resident Council and family meetings. Arranges special meetings for residents and families to address special interests and provide educational opportunities.
4. Purchases and inventories supplies and equipment for activities as needed. Inspects recreation equipment to determine repair and maintenance needs and cleanliness.
5. Directs the movement of residents to and from on-property & off-property events.
6. Directs volunteer activities and provides training.
7. Maintains accurate documentation of resident's activity attendance.
8. Researches upcoming events and trips.
9. Coordinates transportation services with residents, Assisted Living staff and transportation either in-house or outside vendors.
10. Data input of resident documentation in EMR system.
11. Document's activity portion of service plan for each resident.
12. Report's changes in residents to Administrator/Health Services Director.
13. Takes vital signs as indicated.
14. Change bed linens as needed, gives showers or baths and assists with dressing.



15. Assists with escorts to the dining room, beauty shop, physical therapy, activities, etc.
16. Makes daily rounds to ill residents.
17. Keeps Supervisor informed of residents' status.
18. Responds to all "Call for Aide".

Other Duties:

1. Coordinates activity services with other departments.
2. Attends in-service training and education sessions as assigned.
3. Assists with ongoing assessment of residents' needs to promote independence.
4. Maintains accurate records of observations and services rendered to residents.
5. Attends daily standup meeting, weekly update meeting and conferences that are required to keep certification current. Assists the resident with tray service.
6. Performs specific work duties and responsibilities as assigned by supervisor.

HOSPITALITY FOCUS:

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.

WELLNESS FOCUS:

Aldersly employees are expected to promote a healthy community culture for all residents and employees. This is a whole-person approach to health and wellness which includes eight dimensions of wellness: Emotional, Environmental, Health Services, Intellectual, Physical, Social, Spiritual and Vocational. Through these efforts we can ensure and exceed residents' wellness needs relating to their mind, body and soul, which may also have a positive effect on the employees, as a result.



QUALIFICATIONS:

- Bachelor of Science or Bachelor of Arts degree.
- One-year experience in geriatrics, social or recreational programs in a licensed health care setting within the last three years is preferred.
- Must have experience and willingness to work with people with memory issues.
- Must be CPR, AED and First Aid certified.
- Ability to communicate effectively in English and good written and computer skills.
- Ability to understand and follow instructions in English and communicate effectively and perform simple arithmetic.
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PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Frequent standing, stooping, bending, stretching, squatting for approximately 60% of work day. Must be able to lift and carry up to 50 lbs. occasionally. Must be able to push residents weighing up to 250 lbs. in gerichairs and/or wheelchairs. Must be able to read and speak English, hear, and be able to sit and walk intermittently throughout the day. May be exposed to communicable diseases, industrial and household chemicals, offensive odors and combative behavior.

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: _____