



## Job Description

# **Life Enrichment Coordinator**

**Supervisor:** Administrator

**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:**

- Assists in planning and leading activity programs.
- Attends Department Head, ISP Care Conference's as well as meetings delegated by the Director.
- Development of programs individually and specifically designed for Memory Care.
- Attends all mandatory in-services.
- Updates website/Facebook/Newsletter.
- Creates and sends out Newsletter.
- Creates and distributes monthly activity calendar.
- Activity documentation.
- Assists in completing ISP's.
- 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.

**Physical Demands:** See attached job function profile

**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.

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Signature

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Date



<b>STRENGTH</b>	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Physical Demands</b>
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
<b>MOBILITY</b>						
Walking					X	
Standing					X	
Squatting				X		Job Title:
Sit for prolonged periods				X		<b>Life Enrichment</b>
Stand for prolonged periods					X	<b>Coordinator</b>
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					
<b>ENVIRONMENTAL CONDITIONS</b>						
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				