



JOB TITLE: Life Enrichment Specialist
DEPARTMENT: Heritage
DATE ISSUED: May 2009
DATE REVISED: June 2012

JOB SUMMARY:

Assists the resident living in a community environment to maximize their health and well-being through participation in social and recreational activities. To provide activities that meet the needs of the residents through planning, organization and implementation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in the maintenance of a motivational program of activities to meet the residents' physical, intellectual, spiritual, social and emotional needs as identified from initial and on-going assessments along with the activity coordinator.
- Plan, organize and direct resident activities for both large and small groups with the assistance of personal care attendants and activity coordinator.
- Assure that residents may be as active as they need and/or desire to be.
- Establish and maintain a strong interpersonal relationship with residents to ensure their contentment.
- Participate in the seasonal decorating/undecorating of The Heritage in common areas throughout.
- Drive residents to outside activities and within the community using St. Paul's vehicles, including a 14 passenger bus if necessary.
- Must certify competence driving St. Paul's transportation vehicles within 90 days of hire and annually thereafter.
- Escort residents to and from activities.
- Seek answers to questions or problems the residents may have.
- Communicate to Administrator, LPN and/or personal care attendants any changes observed in resident condition or behavior.
- Work with families and activity coordinator to coordinate special parties.

- Assists in maintaining a safe and clean environment for residents and staff. Clean up spills/fluids anywhere noted.
- Assist with the set up of activity areas including tables/chairs and assist with clean-up following.
- Attends in-service education programs and staff meeting as required.
- May accompany residents to appointments outside the facility.
- May be required to work alternative shifts/hours to meet resident needs.
- Confidentiality critical.

NON ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform other duties as assigned.

WORKING CONDITIONS:

Works in a clean, well heated, lighted, and ventilated building. Prolonged walking, standing, bending, squatting, and stopping. Exposure to all resident elements including infection, odors, and peculiarities in behavior and reactions of the elderly.

QUALIFICATIONS NECESSARY TO PERFORM ESSENTIAL DUTIES AND RESPONSICILITIES:

Must be a high school graduate or equivalent. Must possess a valid drivers license. Must possess a sense of responsibility, moral integrity and common sense. Sincere desire to work with the elderly. Patience and compassion essential, and must maintain dignity of residents. Pleasant, cheerful and tactful when handling residents and or families. Ability to cooperate with other personnel, public, volunteers, students. Ability to treat patient information confidential. Must be able to lift, turn and reposition residents both alone and with assistance with and without the use of mechanical devices. Must also be able to assist others with lifting, turning and repositioning residents both with and without the use of mechanical devices. Must have a valid and current state drivers license. Must be able to perform the essential functions of the position without posing a direct threat of harm to themselves, others or property. Must adhere to St. Paul's personnel policies and practices including, but not limited to, the attendance requirements.

SUPERVISION GIVEN:

None

SUPERVISION RECEIVED:

Heritage Administrator

The Occupational Safety and Health Administration mandates that all Health Care facilities have a written Exposure Control Plan on Blood Borne Pathogens and Other Potential Infectious Materials in place and available for all persons to review as needed. As a part of this plan a copy of the Task Evaluation and Classification Form must be made a part of each job description. The next page of this job description is a copy of that form. It indicates the tasks likely to be performed during this job, the type of body fluid/substances to which exposure is likely, volume, probability of exposure, route of exposure and protective barriers which are to be employed. All persons hired will be fully trained on the Blood Borne Pathogens and Other Potential Infectious Materials Exposure Control Plan on the day of hire or prior to initial assignment. Along with this training all persons will be provided with a copy of the Task Evaluation and Classification Form related to job description.

Employee Name (please print) _____

Employee Signature _____

Date _____

PHYSICAL CAPABILITIES NECESSARY TO PERFORM ESSENTIAL JOB FUNCTIONS

POSITION TITLE - ACTIVITY COORDINATOR

	Seldom 0-1 hours	Occasionally 1-3 hours	Often 3-6 hours	Frequent - Over 6 hours	Constant
LIFTING:					
0 - 20 pounds		X			
20 - 50 pounds		X			
50 - 100 pounds	X				
Over 100 pounds	X				

REACHING	X				
STANDING		X			
WALKING		X			
SITTING		X			
CLIMBING	X				
BENDING/STOOPING	X				

MOVING/PUSHING/PULLING:					
0 - 20 pounds		X			
20 - 50 pounds		X			
50 - 100 pounds	X				
Over 100 pounds	X				

GRASPING/HOLDING WITH HANDS		X			
USING FEET FOR REPETITIVE MOVEMENT	X				
EXTREMES of HEAT	X				
EXTREMES of COLD	X				
DRIVING		X			

Task Evaluation and Classification Record

Dept. <u>Receptionist/Activity Coordinator/Administrator - Personal Care</u>	Date: <u>Revised/Reviewed 6/2012</u>
All employees in this position have occupational exposure. _____	* AS NEEDED - DESIGNATES MUST BE WORN IF DANGER OF SPLASHING IS LIKELY.

Task/Procedure	Type of Body Fluid/Substance To Which Exposure Is Likely								Volume			Probability of Exposure			Route of Exposure			Protective Barriers To Use When Performing Procedures				
	Blood	Semen	Vaginal Secretions	Urine	Feces	Saliva	Nonintact Skin	Mucous Membrane	Small	Moderate	Large	Low	Moderate	High	Percutaneous	Mucous Membrane	Cutaneous	Hand-washing	Gloves	Gown/Apron	Mask	Eye-wear
Assist with First Aid/ Emergency Care	X			X		X	X		X			X					X	X	X	As needed		
Clean Up Spills	X			X					X			X					X	X	X	As needed		