

**TITLE:** Enrichment Assistant

**DEPARTMENT:** Enrichment

**SUPERVISOR:** Lead Enrichment Assistant

**LOCATION:** RiverWoods

**BRIEF DESCRIPTION:** Responsible for keeping the unit running smoothly through activity planning, problem solving and routine systems development. Provides assistance with dining services.

**PRIMARY RESPONSIBILITIES:**

- Organizes and directs specific enrichment programs utilizing special talents and interests and designed to meet the needs, capabilities and interests of the residents, with the approval of the Community Enrichment Director.
- Completes and distributes the monthly activity calendar to all residents prior to the first of the month.
- Assists the Community Enrichment Director with specific programs and general departmental operations.
- Accurately maintains charts that evaluate resident progress or regression in relation to their rehabilitative potential within therapeutic wellness sphere.
- Coordinate enrichment programs and functions with other services and resources within the community.
- Invites residents to activities. Arranges one-to-one programs for residents as appropriate. Assists residents with mail, letters, etc. as needed.
- Coordinates regular outings and special events such as lunch trips.
- Attends weekly meetings as scheduled by the Community Enrichment Director.
- Answers call bells/finds Nurse/Nursing Assistant to perform requested function if unable to provide according to job description. Reports all unusual conditions with residents to Charge Nurse on duty when appropriate.

**QUALIFICATIONS:**

- Must have a high school diploma or its equivalent.
- Must possess the ability to work with crafts, music, and games and demonstrate the ability to lead group activities.
- Must be able to communicate effectively with staff, residents and visitors, able to follow oral and written instructions and be a caring person who has an interest in working and caring for the geriatric person.
- Interacts with residents/family members/coworkers/others in a positive, professional manner at all times.
- Availability to work flexible hours, including weekends and evenings.
- Ability to lift up to 25 pounds and push or pull 150-200 pounds.

**PHYSICAL DEMANDS:**

- Bends, stoops, kneels, pushes and pulls throughout the work day when conducting resident activities/programs. Occasional lifting. Occasional travel to off-site events.
- Manual dexterity and visual acuity required throughout the shift to handle craft equipment such as threading a needle, writing, and picking up small objects.
- Sits 20%, stands or walks 80%.