NORMANDIE RIDGE

an Albright Care Services Retirement Living Community

POSITION 51-45(17)

APRIL 7, 2017

TITLE: Enrichment Assistant **DEPARTMENT:** Personal Care

SUPERVISOR: Personal Care Administrator **SHIFT:** 8:00am – 4:30pm
Full time 40 hours/week

LOCATION: Normandie Ridge Every other weekend/holiday

BRIEF DESCRIPTION: Responsible for keeping both personal care and memory care running smoothly through activity planning, problem solving and routine systems development. Provides assistance with dining services as needed.

PRIMARY RESPONSIBILITIES:

- Creates, organizes, directs and maintains a vibrant enrichment program. Facilitates a social atmosphere for all residents by providing and assisting with resident driven activities and programs.
- Completes and distributes the monthly activity calendar to all residents prior to the first of the month.
- Coordinates enrichment programs and functions with other services and resources within the community.
- Ensures accurate maintenance of records to evaluate resident progress or regression in relation to their rehabilitative potential within the activities sphere.
- Ensures that all required program documentation is accurately completed in a timely manner, and is kept up-to-date.
- Personally invites residents to activities. Arranges one-to-one programs for residents as appropriate. Assists residents with mail, letters, etc as needed.
- Ensures that team members are aware of any and all changes to life enrichment plans in a timely manner.
- Participates in the review of resident's individual enrichment plans.
- Reports changes in residents' overall health and behavior to team members, and takes appropriate action to address concerns in a timely manner.
- Provides appropriate and adequate verbal and written communications to residents, staff and others to ensure that the activities and events meet residents' needs.

QUALIFICATIONS:

- Must have a high school diploma or its equivalent.
- Three years' experience in Dementia programming/enrichment or program development.
- Demonstrated leadership and supervisory abilities and organization in planning. Ability to appropriately handle crisis situations in a calm, professional manner. Demonstrates excellent customer service.
- Available to work flexible hours, including occasional weekends and evenings.
- Manual dexterity required to handle projects.
- Must possess a valid Pennsylvania driver's license and a good driving record.
- Ability to push an occupied wheelchair and support and carry up to 25 pounds.

PHYSICAL DEMANDS:

- Works inside and with others in a well-lit, well ventilated Memory Care Center.
- Assists with transporting of participants, occasional driving, food preparation/service, housekeeping, and direct care.
- Visual and aural acuity necessary to communicate effectively with others and complete necessary paperwork. Manual dexterity required daily to handle craft projects.
- Walks 65%, Stands 20 %, Sits 15%