

NORMANDIE RIDGE

an Albright Care Services Retirement Living Community

POSITION
51-123(17)

SEPTEMBER 27, 2017

TITLE: Enrichment Assistant **DEPARTMENT:** Personal Care
SUPERVISOR: Community Enrichment Director **SHIFT:** 1st shift
LOCATION: Normandie Ridge Full time 40 hours/week
Every 3rd weekend/holiday

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

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.

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, be able to follow oral and written instructions and be a caring person who has an interest in working and caring for the geriatric person.
- Must interact with residents, family members, coworkers and 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:

- Works inside, around and with others in well-lighted and ventilated nursing care center or personal care facility.
- 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.
- Chance of exposure to communicable diseases.
- Sits 20%, stands or walks 80%.