

Life Enrichment Assistant

DEPARTMENT: Activities

POSITION SUMMARY

The primary purpose of the Life Enrichment Assistant position is to assist the Activity Director in planning, organizing, developing, and directing the overall operation of the Activity Department in accordance with current federal, state, local and corporate standards, regulations, and guidelines to assure that an on-going program of activities is designed to meet, in accordance with the comprehensive assessment, the interests and physical, mental and psychosocial needs of each resident.

POSITION RESPONSIBILITIES INCLUDE:

- Assist Activity Director in planning, developing, organizing, implementing and evaluating resident-centered activities for the facility.
- Provide good communication between employees of all levels, residents, their families, support personnel, government agencies/personnel, and the general public to ensure the needs and best interest of the residents, community and facility are met to the extent possible.
- Assist in the maintenance of a reference library of written material (i.e., Federal and State Regulations, etc.) that will assist the activity department in meeting the daily needs of the resident.
- Assist nursing in developing and implementing policies and procedures for the identification of medically related activity needs of the resident.
- Assist in the development of a monthly activity schedule for residents which includes resident outings, regularly scheduled group activities, and in-room activities for bed-bound or isolated residents.
- Ensure that all charted activity progress notes are informative and descriptive of the services provided and of the resident's response to the service.
- Assist in the development of a written plan of care (preliminary and comprehensive) for each resident that identifies the problems/needs of the resident and the goals to be accomplished for each problem or need identified.

- Other duties and responsibilities are assigned by Activity Director.

QUALIFICATIONS

Education:

High school diploma or equivalent.

Knowledge and Abilities:

Must possess the ability to deal tactfully with customers including residents, family members, visitors, facility employees, government agencies/personnel and the general public. Must possess the ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies and procedures, etc., that are necessary for providing comprehensive activities to residents.

The final candidate must successfully pass The Reutlinger's post offer, pre-employment testing which includes a criminal background check, drug test, COVID test, TB screen test and health screen. All staff, except wait staff and dishwasher positions, must be at least 18 years of age.

The Reutlinger is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, gender identity, sexual orientation or protected veteran status.