

# **Lutheran Services Carolinas**

## **Job Description**

**Job Title:** Life Enrichment Director

**Supervisor (title):** Administrator/Executive Director

**Department:** Life Enrichment

**Approved by:** B. Welch 

**Date:** 3/12/2014

**Position Purpose/Summary:** The Life Enrichment Director plans and implements an effective activity program which meets the social, creative, and recreational needs of residents and participants. This job description can be used for all levels of care in senior services operations, including adult day services.

**Essential Functions:** The Life Enrichment Director, in accordance with federal and state regulations, LSC philosophies, objectives, and policies, effectively:

1. Schedules activities, events, and functions for residents/participants. Implements program as needed and approved,
2. Develops plans with residents/participants and family members to develop a variety of group and one-on-one activities to meet the cognitive, physical, psychosocial, social, recreational, and spiritual needs of the residents/participants.
3. Is responsible for scheduling programs held in the facility that relate to resident/participant activities.
4. Prepares and/or distributes newsletters and activity calendars.
5. Motivates and encourages residents/participants to participate in various activities.
6. Encourages resident/participant contact and involvement with the local community; and facilitates the process.
7. Maintains and accounts for any funds handled by the Life Enrichment Department.
8. Arranges the safety and storage of all supplies.
9. Oversees the maintenance of resident/participant public bulletin boards.
10. Coordinates activities schedule with appropriate departments.
11. Participates in committees as assigned by administrator/executive director.
12. Remains aware of developments in the professional field of activities.
13. Designs, plans, and conducts in-service programs for staff and volunteers as appropriate.
14. Maintains regular correspondence with area churches and support groups as needed.
15. Coordinates holiday and seasonal decorations for the facility.
16. Coordinates volunteer programs including recruitment, training, and supervision of volunteers from the community. Recognizes volunteers for their assistance.
17. Understands emergency procedures and equipment.

### **Assisted Living and Skilled Nursing Facilities:**

1. Interviews resident and or family after admission according to regulatory guidelines to develop an individualized plan of care.
2. Completes evaluations, progress notes, and other written documentation as required to reflect progress of resident. Participates in care plan team.

3. Regularly seeks feedback through meetings and interviews from residents regarding program participation and future activity events. Solicits opinions from applicable staff when implementing programs.
4. Coaches and trains activity staff as needed.
5. Makes presentations to various organizations, community groups, and churches as requested and with the approval of administration.
6. May be assigned to drive van during special outings for residents; operates hydraulic lift as needed. Maintains emergency medical information and equipment utilized in facility vehicles.

### **Adult Day Services**

1. Safeguards all participants' rights, including right to refuse to participate.
2. Completes and maintains CPR certification and first aid training.
3. Observes dietary restrictions; assists with preparing, serving, and cleaning after meals and snacks, as needed.
4. Assists health care coordinator in monitoring participants' status; may assist with activities of daily living including ambulation, transfers, toileting, and dressing.
5. Develops and posts monthly calendar that describes scheduled activities, including length of time for each activity.
6. Maintains all records related to the activities program as required by DAAS state adult care standards.
7. Schedules regular outings, encourages each participant to be involved in the community as appropriate.

**Supervisory Responsibilities, if any:** Supervises additional life enrichment staff, if applicable.

### **Qualifications (Minimum Job Requirements):**

#### Education:

- Certification as Activity Director or willingness to complete appropriate certification program as regulated by type of services provided.
- High school graduate or equivalent.
- CDL driver's license may be required.

Experience: Prior experience in similar positions preferred.

Specific skills/abilities: N/A

#### Specialized knowledge, licenses, etc.:

- Knowledgeable and able to work with Word, Excel, Publisher, and LSC's electronic medical record (if applicable).
- Technical skills related to use of van/bus equipment, including wheelchair lift-gate, if applicable.

**Working Conditions/Physical Requirements:**

1. Office environment; sitting at computer for extended periods of time.
2. Ability to lift and carry 30 pounds; bending, stooping, reaching.
3. Ambulatory throughout location.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

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Employee Signature

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Date

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Supervisor Signature

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Date

***Employee signature constitutes employee's understanding of the requirements, essential functions, and duties of the position.***