



# VICINIA GARDENS -Life Enrichment Aide

## Life Enrichment Aide Job Description

### **Summary of Position:**

Provides quality activities for residents. Updates all staff of scheduled activities and any necessary changes.

### **Essential Duties and Responsibilities:**

Includes all the following duties assigned as well as any duty deemed necessary by management.

1. Creates any craft ideas to be carried out by residents.
2. Changes activity board per season, holiday, or informational idea.
3. Carry out activities on the monthly calendar as created by Life Enrichment Coordinator
4. Assists in gathering information for monthly newsletter
5. Assists in planning activities for the residents
6. Assists with assessing residents activity preferences and interests
7. Maintains and inventories activity supplies and equipment
8. Informs residents and staff of activities planned.
9. Carries out or assembles for activities six days a week.
10. Informs head cook if food is needed for an activity.
11. Informs all individuals of any changes in planned schedules.
12. Follows departmental procedures regarding safety issues.
13. Maintains a positive, encouraging attitude with all involved.

**Company Mission:** To act as the advocate for each and every resident in allowing them a healthy, comfortable and dignified quality of life while promoting the socialization and human relationships.

**Company Philosophy:** Our philosophy is to act in the best interest of our client even if it conflicts with our own!

### **Company Ideas and Responsibilities:**

To create a working environment of principles, high standards of service, responsibilities, positive motivation, teamwork, pride, and at the same time enjoy the atmosphere that we have created.

Understanding that change is difficult for our residents and their families,

Protecting the safety of our resident's privacy and confidentiality with regards to company records and information.

### **High Standard of Work Ethic and Attendance:**

Maintains neat appearance, good personal hygiene, and appropriate attire.  
Participates in required training, in servicing, and scheduled meetings.  
Unifying the teamwork philosophy.



# VICINIA GARDENS -Life Enrichment Aide

**Supervisory Responsibilities:**

There is no supervisory responsibility within the position. There is however constant communication with resident assistants and cook as to any changes in daily activities. There is also overseeing of staff that will carry out activities opposite of the five-day work schedule.

**Qualifications:**

To perform this job, an individual must be able to perform each essential duty satisfactory. The requirements listed below are an example of the needed knowledge, skill and/or ability requirements. Possible accommodations may be made to enable individuals with handicaps or disabilities to perform the essential functions.

**Education/Experience:**

High school diploma or general education (GED) and three months of related experience is helpful and/or training in direct care of older adults, or equivalent of education and experience.

Basic knowledge of behavioral types, dementia and Alzheimer's is helpful. Additional training will be provided upon hire.

**Language Skills:**

Must have the ability to read and understand basic instructions, short correspondence and memos. Must have the ability to write simple correspondence, Need the ability to effectively communicate, present one-on-one and in small group situations to residents, their relatives, and other employees of the company. Must be able to speak and communicate clearly in English.

**Mathematical Skills:**

Must have the ability to add and subtract two digit numbers and to multiply by 10's and 100's. Ability to perform these operations using units of American weight measurement, volume, and distance.

**Reasoning:**

Having the ability to apply common sense and understanding in how to carry out instructions furnished in writing, oral, or diagram form. Ability to deal with problem solving variables in standard situations. Uses good judgment in emergency situations and gets help when needed.

**Certificated Licensing, Registrations (may vary based on state regulations):**

Company training or certification of basic Life Enrichment  
Basic CPR  
First Aid Training  
Environmental Emergencies  
Participation in in-service sessions  
Resident's Rights  
OSHA

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to allow



# VICINIA GARDENS -Life Enrichment Aide

individuals with disabilities to perform the essential functions. While performing these duties of this job, the employee is regularly required to talk or hear. The employee is also required to stand, walk, using hands, handle or feel, and reach with hands and arms. The employee is occasionally required to sit, stoop, kneel, and crouch. The employee must regularly lift and/or move up to 5 pounds, frequently lift and/or move up to 20 pounds, and occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, depth perceptions, and the ability to adjust focus.

## **Work Environment:**

The work environment characteristics described here are representative of those an employee will encounter while performing the essential tasks of this job. Reasonable accommodations may be made in certain situations in order to perform these functions.

While performing the duties of this job, the employee is frequently exposed to blood borne pathogens. The environment characteristic of a facility in which healthcare is provided to the frail elderly. The noise is usually at moderate level.

The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed, as an exhausted list of responsibilities, duties, and skills required of personnel so classified.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Life Enrichment Aide