

CHELSEA SENIOR LIVING POLICY AND PROCEDURES

JOB DESCRIPTION

JOB TITLE: LIFESTYLE ASSISTANT
SHIFT: VARIED TIME SCHEDULE
REPORTS TO: LIFESTYLE DIRECTOR

GENERAL MISSION OF EACH EMPLOYEE:

Work as a team member with other staff members to consistently maintain a kind, caring and respectful attitude toward residents, residents' families, guests and fellow staff. Be sensitive to the special needs of seniors and demonstrate a genuine caring attitude. Encourage residents' maximum independence, promote residents' freedom of choice and individuality and respect the privacy of all residents.

All shifts and job responsibilities may be subject to flexible schedules to accommodate the needs of the residence on an as-needed basis. This includes the rotational coverage of weekends, holidays and emergencies when the resident care needs dictate staff schedules and duties. Under unusual circumstances employees may be required to directly assist with the provision of care and service to the residents, including, but not limited to, transportation, activities and other non-skilled, non-technical services. All staff members must attend in-service educational sessions and other knowledge, skills and competency developmental opportunities as required.

All staff members are asked to speak only English in all resident and family areas unless interpreting for a resident or family. All staff members will knock first before entering a resident's apartment, unless in an emergency situation. All staff members will consistently apply Universal Precautions and follow all applicable safety standards in the residence.

SUMMARY:

Assists Lifestyle Director in creating, planning, and implementing a vital program of recreation that stimulates the resident cognitively, culturally, creatively, psychologically, spiritually and physically. Promotes individual and group pleasure and social interaction.

ESSENTIAL DUTIES:

- Assists the Lifestyle Director to develop and promote recreational programs, including, but not limited to, music, dance, arts and crafts, cultural presentations, nature study, social recreation, games and trips.
- Assists the Lifestyle Director in coordinating lectures on topics of interest to the residents.
- Adapts recreation programs to meet the needs and preferences of individual residents.
- Assists the Lifestyle Director in developing and nurturing relationships in the community, that will encourage the integration of our residents and the community.
- Assists the Lifestyle Director in scheduling recreational programs in the community

and in coordination Van/Bus transportation.

- Assists the Lifestyle Director in developing and implementing procedures, so those residents can sign up for desired recreation programs in the community.
- Handles documentation as required by regulation. Communicates with residents, residents' families, staff and regulatory agencies.
- Sets up room prior to activity or program by assembling all materials and equipment needed.
- Serves refreshments at appropriate functions. Coordinates with Food Services Director.
- Visits residents. Learns their particular preferences. Encourages residents to become involved in activities inside and/or outside the residence.
- Assists residents in arranging transportation to outside activities when requested. These activities can be social and/or religious in nature.
- Always maintains an outgoing and positive attitude.
- Engages residents in meaningful activities in order to enhance their quality of life.
- Maintain confidentiality of all residents at all times.
- Other duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill and/or ability to perform the essential functions.

- **Education/Experience:** High School graduate. Two years experience and/or training. Health care experiences a plus. Courses in activities, recreation, and arts and crafts helpful.
- **Language Skills:** Ability to read, write and communicate effectively in English. Ability to respond to common inquiries or complaints from residents, residents' families, regulatory agencies or members of the community. Must be able to provide redirection for confused or distressed residents.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts and draw conclusions. Ability to deal with several abstract and concrete variables.
- **Certificates, Licenses, Registrations:** Current valid applicable state Driver's License
- **Physical Demands:** While performing the duties of this job, the employee is regularly required to communicate with residents, residents' families, other employees, regulatory agencies and the public. The employee will visit all floors to supervise activities. The employee must be able to handle or feel objects, tools or controls. The employee may regularly push, lift and/or move up to 20 pounds. The employee needs to be able to set up rooms and decorate for activities and special events.
- Must have current CPR and First Aid certification.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to infectious diseases. The noise level in the work environment is usually moderate. Must be able to cope with the mental and emotional strain of the position. Will work with craft supplies including glue gun, paint, scissors, needles, etc.; sound system, player piano, stereos, televisions, VCR's, portable cassette player and cameras; will use kitchen for cooking activities.

Employee's Signature: _____

Date: _____