

**CHELSEA SENIOR LIVING
POLICY AND PROCEDURES**

JOB DESCRIPTION

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

Creates, plans and implements a vital Lifestyle Program that stimulates residents cognitively, culturally, creatively, psychologically, spiritually and physically, and promotes individual and group pleasure and social interaction.

ESSENTIAL DUTIES:

- Develops and promotes recreational programs including, but not limited to, music, dance, arts and crafts, cultural presentations, nature study, social recreation, games and trips.
- Activities planned should be available to residents at a minimum of ten (10) hours/week and include scheduling on evening and weekends.
- The schedule will include:
 - A. Individual, small group and large group activities;
 - B. Facility-based and community activities;
 - C. Physical exercise or other physical activities;
 - D. Intellectual activities;
 - E. Social interaction; and

F. Opportunities for both active and passive resident involvement

- Coordinates lectures on topics of interest to the residents.
- Adapts recreation programs which takes into consideration the age, sex, physical and mental capabilities, interests and the cultural and social background of the residents.
- Develops and implements procedures, so that residents can sign up for desired recreation programs in the community.
- Schedules recreational activities in the community and coordinates transportation with the Van/Bus driver.
- Coordinates the activities program with the schedule of other resident services.
- Develops and nurtures relationships in the community, that will encourage the integration of the residents and the community.
- Handles documentation as required by regulation and maintains records of activity schedules for at least six (6) month.
- Communicates with residents, residents' families, staff and regulatory agencies.
- In-services and involves the staff in recreational activities.
- Sets up room prior to activity or program by assembling all materials and equipment needed.
- Visits residents. Learns their particular interests and preferences. Encourage and/or assist residents to become involved in activities inside and/or outside the residence.
- Develops, organizes and implements the activity calendar one month in advance. Posts calendar in place known by all residents by the 1st of each month. The posted activities shall include location, date, time and contact person knowledgeable about each activity. Distributes a monthly calendar of upcoming events to each resident.
- Oversees yearly department budget, maintains inventory of supplies and purchases items as needed using Petty Cash or obtains approval for the purchase of necessary equipment which is reconciled and accounted monthly.
- Organizes and assists at the monthly Resident Council Meeting. Encourages residents to present their concerns to the Executive Director. Records minutes.
- Recruits, trains and supervises all volunteers and visiting community groups who come to the residence. Maintains a Volunteer Log.
- Hires, orients, in-services, schedules and supervises recreational staff and Van/Bus driver. Sets, maintains, communicates and holds staff accountable for high standards of achievements.
- Aids residents in arranging transportation to outside activities when requested. These activities can be of social and/or religious nature.
- Interfaces with Director of Community Relations with information on activity highlights and any newsworthy events for potential press releases.
- Always maintains an outgoing and positive attitude.
- Maintains and protects the confidentiality of resident information at all times.
- Must be experienced with Alzheimer's and other memory impairments.
- Ongoing training on Alzheimer's and other memory impairments.
- Participates in ongoing process of Quality Improvement to evaluate and improve upon services and standards.
- Maintains confidentiality of all residents at all times.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Directly supervises the Lifestyle Assistants and Van/Bus driver. Is responsible for the overall direction, coordination and operation of the Lifestyle Department.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education/Experience: Bachelor Degree from an accredited college or university or satisfactory completion of two years of college with major work in recreation or related field or
- Related experience and/or training with supervisory experience in Alzheimer's disease/dementia, or an adult population.
- Language Skills: Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from residents, residents' families, regulatory agencies and the public. Ability to effectively present information to upper level management, public groups and/or boards of directors.
- Reasoning Ability: Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instruction and deal with several abstract and concrete variables.
- Certificates, Licenses, Registrations: Current Valid Driver's License and/or CDL may be required. First Aid and CPR certification required.
- Physical Demands: While performing the duties of this job, the employee will communicate with residents, residents' families, other employees, regulatory agencies and the public. The employee will visit all floors to supervise ongoing 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 50 pounds. The employee needs to be able to set up rooms and decorate for activities and special events. The employee must be able to hear and see in order to ensure resident safety.

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 of 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, VCRs, portable cassette players and cameras. Employee will use kitchen appliances for cooking.

Employee's Signature _____

Date _____