

MARIANN HOME

Job Posting

Job/Position Description

POSITION: Life Enrichment Assistant

TYPE OF POSITION: Unionized – Part Time Evening Line (30 hours bi-weekly)

HOURS OF WORK: Afternoons, Weekends and some Holidays

REPORTS TO: Life Enrichment Director

REVISED: August 26th, 2022

RESPONSIBILITIES

- Participate in the scheduling of activities, ensuring a wide range of programs to meet the resident's physical, social, emotional, intellectual and spiritual needs, as required by the LTCHA;
- Development and implementation of Group, and Individual activities;
- Organize special events;
- Lead special projects;
- Maintain program and resident records according to department policy. Perform other related duties as required or delegated by the Program Director;
- Prepare and maintain equipment and supplies;
- Assist in activities for the rehabilitation of Residents as directed by the Resident/Healthcare Team;
- Perform routine office functions;
- Assist in volunteer coordination and recruitment e.g., Volunteer/student orientation;
- Facilitate a variety of programs and must be driven to encourage resident participation;
- Complete Resident documentation but not limited to: care plans, assessments, MDS, quarterly reports as to Life Enrichment Directors discretion;
- Oversee volunteers, as required by Life Enrichment Director;
- Focus on person centered care programming
- Attend mandatory education, and inhouse services
- Follow all safe work and infection control practices.
- Provide 1:1, virtual, outdoor (weather permitting), window visits to resident and families.

QUALIFICATIONS

- Meet the LTCHA Educational Requirements as having a post-secondary diploma or degree in recreation and leisure studies, therapeutic recreation, from a community college or university
- 1year minimum Recreation therapy experience with seniors that have physical and cognitive impairments.
- Meet requirements of the "bonafide" physical and cognitive demands of for the position
- Current Vulnerable Sector Screening check
- Excellent communication, leadership, organizational and interpersonal skills
- Positive and outgoing personality
- Dependable with organizational skills
- Proven ability to work within a team and take initiative for continuous improvement and the advancement of Resident Care programs
- Knowledge of Microsoft Office
- Good written and verbal communication skills
- Ability to work independently, with minimal supervision, and the ability to manage time effectively
- Ability to oversee volunteers, summer students
- Current standard and/or Emergency first aid and CPR Certification
- Proficiency in other languages, an asset (not required)