



Job Description

Job Title: Life Enrichment Aide - Certified
Department: Activities
Reports To: Life Enrichment Coordinator
FLSA Status: Non-exempt
Prepared By: Human Resources
Prepared Date: 04/15/2010
Approved By: Director of Senior Services
Approved Date: 5/15/2019
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SUMMARY

Promotes the resident's well-being through supportive work in the community and collaborating with an interdisciplinary team to provide support to the Elders, the friends and families through the following duties. Provides meaningful social engagement opportunities and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Promotes Resident well-being and satisfaction through family-style community life.

Provides opportunities for social engagement and helps to facilitate and carry out activities of interest for elders.

Develops and implements a resident driven service model which integrates the concepts of choice, privacy, dignity and individuality.

Promotes resident physical, intellectual, social, spiritual and recreational well-being.

Acts independently and cooperatively to plan and provide a wide range of resident activities.

Entertains and engages Elders individually or as a group to alleviate boredom, agitation or difficult behaviors.

Provides supervision for safety in the communities for Elders.

Facilitates a family atmosphere through willingness to incorporate children, plants and animals into the daily life of the community.

Responds to resident care issues by initiating problem-solving methods.

Creates and maintains an atmosphere of warmth, personal interest, and positive emphasis as well as a calm environment for Elders and co-workers.

Reports any exposure to blood, body fluids, infectious materials, and hazardous chemicals to your supervisor. Follows established policies concerning exposure to blood/body fluids.

Cooperates, listens, and takes direction from the professional nursing staff concerning the medical cares needed for quality nursing care of Elders.

Promotes smooth transitions at admission, transfer and discharge.

Participates in and receives the nursing report upon reporting for duty.

Answers resident calls promptly and ensures that Elders who are unable to call for help are checked frequently.

Checks each resident routinely to ensure that his/her personal care needs are being met in accordance with his /her wishes.

Promotes a positive dining experience and assists with meals as appropriate.

Assists with preparation and serving of food; following diet lists/menu cards.

Assists in dining room supervision.

Follows governmental regulations and established policies and procedures relating to meal preparation and services, practicing appropriate sanitation and safety techniques.

Promotes Resident Rights.

Maintains confidentiality of all resident care information.

Reports all grievances and complaints made by the resident to the supervisor.

Honors the resident's refusal of treatment. Report such refusals to the supervisor.

Assists in maintaining a safe and sanitary workplace.

Keeps the nurses' call system within easy reach for the resident.

Immediately notifies the supervisor of any resident leaving/missing from the facility.

Follows established safety policies, procedures and practices/precautions in the performance of all duties.

Reports all communicable or infectious disease symptoms to the supervisor.

Follows established isolation precautions and procedures.

Informs the supervisor of your equipment and supply needs.

Performs day to day housekeeping functions in Activities Areas.

Attends and participates in scheduled in-service classes to maintain and increase knowledge required for job performance, licensure or certification.

Attends personal growth and development workshops as approved by the supervisor.

Transports residents/elders to various appointments or events following the Minnesota Department of Transportation Special Transportation Services requirements.

All other duties as assigned.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication - Listens and gets clarification; responds well to questions; participates in meetings.

Written Communication - Able to read and interpret written information.

Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own works to ensure quality.

Quantity - Completes work in timely manner.

Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Undertakes self-development activities; asks for and offers help when needed.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

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 AND/OR EXPERIENCE

Less than high school education; or up to one-month related experience or training; or equivalent combination of education and experience. Nursing assistant training successfully completed.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Ability to chart using computer program.

MATHEMATICAL SKILLS

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge and experience using personal computers, internet software.

CERTIFICATES, LICENSES, REGISTRATIONS

Active CNA certification in the State of MN required. CPR Certification preferred. Bus driver training certificate required. Valid MN Driver's License and clear driving record with no violations. Proof of personal liability insurance coverage.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

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 frequently exposed to body fluids, and/or toxic or caustic chemicals. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

I have read this job description and agree to work as assigned.

Employee Signature

Date