

Employment Opportunities

EO-447

June 3, 2024

“Employment Opportunities” (EO) is a job clearinghouse for non-profit organizations. A one-time listing in Positions Available for LeadingAge Wisconsin members/subscribers is \$50 for a direct reply and \$75 for a blind ad. The fee for non-members for a onetime listing in Positions Available is \$100 for a direct reply and \$125 for a blind ad.

Employment Opportunities are typically included in our *Member Updates* newsletter. Ads submitted also are displayed on the LeadingAge Wisconsin website which can be found at:

www.leadingagewi.org/services-education/employment-opportunities.

EO-1038 Life Enrichment Coordinator – Wauwatosa, Wisconsin

Position: Program Coordinator – Memory Care

Summary:

Responsible for the planning, coordination, and implementation of therapeutic activity sessions for dementia residents with varying needs. Is accountable for the assessment of a resident’s recreational interests, and the development of an individualized plan of care. Provides coordination and support of CBRF program areas as part of the daily operation of the CBRF. This position has direct responsibility for dementia specific activity programming that enhances their overall well-being and social engagement and purposeful personal activities while tracking attendance of programs. The Program Coordinator also serves as back up for staff scheduling.

ESSENTIAL FUNCTIONS

Major Responsibilities	Measure
1. Assess and plan	<ul style="list-style-type: none"> ▪ Conduct assessments to evaluate cognitive abilities, interests and physical limitations
2. Develops and implements activity programming.	<ul style="list-style-type: none"> ▪ Create and implement therapeutic recreation programs specifically designed for individuals with dementia; Incorporates activities that stimulate cognition, memory and sensory functions. ▪ Lead and facilitate activities; modifies based on resident responses and abilities. ▪ Plan activities that promote social interaction, emotional well-being and physical engagement. ▪ Evaluates effectiveness of programs and make necessary adjustments for better outcomes. ▪ Assists with transporting residents to/from activities ▪ Coordinates and schedules all community outings with residents. ▪ Compiles, publishes and distributes the monthly activity calendar. ▪ Creates quarterly newsletter

	<ul style="list-style-type: none"> ▪ Coordinates beauty shop and barber visits for all residents ▪ Maintains photos for internal and external social media outlets ▪ Collaborates with all departments during routine interdepartmental activity engagement/planning including intergenerational programming, entertainment, The Longest Day event, Annual Art Fair, etc.
3. Assist with the scheduling of employees.	<ul style="list-style-type: none"> ▪ Serves as a backup scheduler for department/filling daily open positions on the schedule in the absence of the Care Manager. ▪ May assist with facilitating training, mentoring and development of staff when appropriate. ▪ Recommends adjustments to work schedule based on program needs to Care Manager
4. Participates in the ISP and care conference process.	<ul style="list-style-type: none"> ▪ Provides input into the ISP process as part of the interdisciplinary team. Communicates progress of residents. ▪ Participates in care conferences to provide information on residents' participation in activities ▪ Participates/ assists in family/representative meetings to review the ISP and resident's overall care ▪ Collaborates and responds promptly to resident and family/representative concerns in timely manner ▪ Maintains records of resident's progress, preferences, and responses to various activities.
5. Maintains standards of practice that meet state and federal regulations.	<ul style="list-style-type: none"> ▪ Conducts routine chart audits to ensure the appropriate documentation requirements are met. ▪ Does periodic reviews of care cards to ensure accuracy based on activity and engagement level which is also established on the ISP. ▪ Adheres to mandatory reporting requirements and investigatory processes dictated by facility policy.
6. Education and Support	<ul style="list-style-type: none"> ▪ Provides training, support and guidance to other staff to ensure activity programming is carried out as intended. ▪ Collaborate with fellow activity staff in implementing programs for residents ▪ Coordinates supplies and reference materials for staff use in conducting activities. ▪ Schedules room reservations and catering requests in advance of social events ▪ Completes daily agendas for Resident Assistants and each community to maintain focus of each day
7. Budget	<ul style="list-style-type: none"> ▪ Manages department monthly budget ▪ Submits monthly expense report ▪ Responsible for subscription renewals, including Netflix, Spotify, and Disney ▪ Generates payments for social events and outings
8. Attendance	<ul style="list-style-type: none"> ▪ Attendance is an essential requirement for this position.
9. Any and all other duties as assigned by supervisor	<ul style="list-style-type: none"> ▪ To be determined by supervisor

QUALIFICATIONS

Education	<ul style="list-style-type: none"> Associates or Bachelors Degree in Therapeutic Recreation, Art Therapy, Leisure Studies or related degree; Rec Therapy Certification preferred
Experience	<ul style="list-style-type: none"> Minimum of 3 years experience working in a nursing home or CBRF setting; experience with dementia population and intergenerational programming preferred.
Skills/Abilities	<ul style="list-style-type: none"> Is knowledgeable and experienced in various computer applications. Ability to interact in a compassionate and supportive manner with elderly residents, family members, visitors and fellow staff members Strong organizational, written and verbal communication skills

PHYSICAL REQUIREMENTS

Physical Demands	<ul style="list-style-type: none"> Ability to work at a consistent pace throughout the shift Adequate physical strength to perform duties of job
Strength	<ul style="list-style-type: none"> Frequent manual lifting, up to 35 lbs., depending on equipment available (20-30% of shift) Occasional manual lifting up to 50 lbs. (5-10% of shift) Frequent pushing and pulling up to 50 lbs., depending on equipment available (20-30% of shift)
Manual Dexterity	<ul style="list-style-type: none"> Sufficient manual dexterity to perform activities required under essential functions Frequent light grasping and fine motor tasks (50-75% of shift)
Coordination	<ul style="list-style-type: none"> Ability to perform gross body coordination and hand-eye coordination tasks without instability
Mobility	<ul style="list-style-type: none"> Ability to sit, stand, bend, squat, lift and move frequently during working hours Frequent standing (50-75%) Occasional stair climbing and descending (20% of shift)
Visual	<ul style="list-style-type: none"> Must be able to see or use prosthetics that will enable the senses to function adequately to assure that the essential functions of this position can be fully met
Hearing	<ul style="list-style-type: none"> Must be able to hear or use prosthetics that will enable the senses to function adequately to assure that the essential functions of this position can be fully met
Speech	<ul style="list-style-type: none"> Must be able to speak and write the English language in an understandable manner

LH & HP CORE VALUES AND COMPETENCIES

Compassion	<ul style="list-style-type: none"> Treating others with dignity and understanding
Commitment	<ul style="list-style-type: none"> Working with integrity and pride
Collaboration	<ul style="list-style-type: none"> Building meaningful relationships
Creativity	<ul style="list-style-type: none"> Facing opportunities and challenges with imagination, flexibility and optimism
Resident/Client/Customer Focused	<ul style="list-style-type: none"> Does whatever is necessary to meet the needs of the resident/client/customer
Communicates Openly	<ul style="list-style-type: none"> Communicates with resident/clients, families and visitors in an appropriate and effective manner

Self-Development	<ul style="list-style-type: none"> Seeks out and pursues development opportunities for personal or professional growth (e.g., interpersonal skills, technical skills)
Unit/Department Teamwork	<ul style="list-style-type: none"> Demonstrates support for co-workers and team by offering assistance to others and taking responsibility for work that needs to be done
On-line Education Compliance	<ul style="list-style-type: none"> Timely and successful completion of monthly on-line education
Education Compliance	<ul style="list-style-type: none"> Timely and successful completion of mandatory in-service or competence assessments
Attendance and Scheduling	<ul style="list-style-type: none"> Supports the team by demonstrating flexibility and reliability in availability and by complying with attendance and benefit time policies and procedures

STANDARD PRECAUTIONS

- Contact with infectious disease, including the potential exposure to the AIDS and Hepatitis B viruses, viral and/or respiratory illnesses, infectious and/or hazardous waste could occur
- Contact with hazardous substances (i.e., cleaning agents) could occur

UNIFORM/PROTECTIVE CLOTHING/EQUIPMENT REQUIRED

- Must wear employee name badge
- No specific uniform required; professional image is always expected per facility policy
- Protective clothing (i.e., gowns, gloves, goggles) is to be worn as needed

SUPERVISORY RELATIONSHIPS

- Reports directly to the Care Manager – Memory Care
- Supervises no one

Interested participants can apply online at:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=396e5300-e3fb-4254-9d82-ddaed58a23d6&ccId=19000101_000001&jobId=480401&source=CC2&lang=en_US