

JOB DESCRIPTION

POSITION **LIFE ENHANCEMENT COORDINATOR (LEC)**

SUPERVISOR Executive Director (ED)

POSITION SUMMARY: The LEC creates and implements a stimulating activities program that incorporates the varied interests of our residents in conjunction with our Highgate brand of Purposeful Living. The LEC must be able to both lead and delegate duties and oversee the Life Enhancement Specialist (LES)—if applicable. LEC's will be required to drive the Highgate bus/van for activities and appointments in the absence of a Driver in the community. This position is also responsible for maintaining an effective volunteer program that follows state requirements.

ESSENTIAL FUNCTIONS

1- PROGRAMMING

Seek resident input as you plan and coordinate programs and activities to provide purposeful programming and events for the residents and the community. Meet with the residents upon move-in to get a deep understanding of what each resident's leisure interests are so you can incorporate those preferences into the Life Enhancement program.

The Life Enhancement Coordinator will create the activities calendar that includes physical, spiritual, mentally stimulating, therapeutic, and leisure interests for each upcoming month and make certain it is posted by the last day of the ending month. The LEC will develop each month's activity calendar and newsletter within the designated deadlines, to ensure production schedule is met.

The LEC will develop the program to offer the residents opportunities to engage in activities that incorporate small group gatherings, large group activities, solo pursuits, resident run clubs, and opportunities to learn new things each week.

2- COTTAGE/CHALET PROGRAMMING

The LEC will work together with the RCC or CC to ensure the programming needs of our dementia residents are met. The LEC will spend at least eight hours per week working in the Cottage, conducting programming, providing supplies and training the Cottage/Chalet Care Partners on how to lead the scheduled activity programs. The LEC will ensure that essential Highgate elements – Spa Experience, Aromatherapy, Hydration and Nutrition, and Purposeful Living – are all present in the program for Cottage/Chalet residents. The LEC will also support the residents by making sure these residents have at least two scheduled outings per week.

3- VOLUNTEER PROGRAM

The LEC will strengthen activity involvement through the promotion of volunteerism. The LEC will recruit, train, supervise, and recognize volunteers. The LEC will manage the scheduling and events for volunteers; maintain a volunteer file and stay abreast of state requirements for them. Additionally, the LEC will establish and carry out a regular resident volunteer program.

4- RESIDENT TRANSPORTATION COORDINATION

The LEC will function as the transportation coordinator for the Highgate bus/van, and will be responsible for the scheduling of activity outings in both the Manor and the Cottage, and other community based outings. The LEC will coordinate with the Administrative Assistant (AA) and the Healthcare Director (HD) to ensure the van is available for resident doctor appointments and will serve as the supervisor for drivers. The bus/van is a mobile billboard that reflects the image of Highgate while being driven in the community. The LEC must be a good driver who can accept and carry out the responsibilities associated with safely operating and transporting residents. The LEC will work with a Driver (if applicable) to make certain that the pre-trip inspection form is completed at least once monthly and prior to a trip of 50 miles or more.

The guidelines for operating a bus/van will be followed. The bus/van will be cleaned after each outing and scheduled bus/van maintenance will be completed as specified in the owner's manual. The LEC will work with the Driver (if applicable) and the Maintenance Manager (MM) to ensure the maintenance of the bus/van is kept in compliance.

**ESSENTIAL JOB
RESPONSIBILITIES**

- 1- Seek resident, Team Member, and family member input when planning the program.
- 2- Conduct/Lead activities – model desired behaviors for all Team Members when conducting groups.
- 3- Recruit, hire and train Life Enhancement staff. Conduct performance reviews for all team members working within the LE department.
- 4- Organize and facilitate a committee of residents to work on planning for activity and volunteer needs.
- 5- Design, develop and publish the monthly Activity Calendar/Newsletter according to Highgate standards.
- 6- Attend and keep minutes of the resident council meetings and relay resident council concerns to applicable department heads
- 7- Support the resident dining program by providing a service presence in the Manor and in the Cottage, at least one meal per week, for each area.
- 8- Plan and chaperone regular activities outside the community.
- 9- Coordinate seasonal events for holidays and family nights.

- 10- Oversee the company bus/van program for resident activities and appointments.
- 11- Actively and consistently recruit and recognize volunteers.
- 12- Be familiar with and when applicable respond to all emergencies as outlined in the Emergency Procedures Handbook.
- 13- Stay in compliance with Highgate's Team Member Handbook, policies and procedures and with the state and local licensing guidelines.
- 14- Team Member training including the value and promotion of therapeutic leisure interests, physical exercise and ways to involve residents in the daily life of the community.
- 15- Coordination of transportation program for residents.
- 16- Other duties as assigned.

**STATE LICENSING
RESPONSIBILITIES**

- 1- Knowledge and understanding of the activity and volunteer requirements within the state licensing guidelines.
- 2- Knowledge and understanding of the department of transportation laws when transporting seniors.
- 3- Knowledge and understanding in promoting Resident/Personal Rights.
- 4- Knowledge of identifying and reporting resident abuse.
- 5- Knowledge and implementation of MSDS, L&I and Traffic Accident Laws processes as needed.

**BUDGETARY
RESPONSIBILITIES**

- 1- Staying within budget guidelines for the supplies/materials/vendors for the LE dept.
- 2- Ensure all resident based charge backs are appropriately accounted for.
- 3- Maintain appropriate monthly spending accounting records.
- 4- Manage labor to budgeted guidelines, both regular worked and overtime worked hours.

**MARKETING
RESPONSIBILITIES**

- 1- Neat in appearance.
- 2- Good communication and interpersonal skills.
- 3- Smiles and greets new residents and families.
- 4- Conduct tours to potential residents and their families.
- 5- Builds and maintain positive relationships with residents, resident families, staff, volunteers and the community.
- 6- Collaborates with the resident care team in assessing resident activity needs for service plans

- 7- Develops and implements an effective volunteer program that incorporates a variety of volunteers from various sources.
- 8- Oversees the resident transportation program.
- 9- Visits residents in hospital and nursing home as requested by the ED.

QUALIFICATIONS

- 1- 18 years of age or older
- 2- Minimum of two (2) years in coordinating groups and programming preferred.
- 3- Excellent customer service skills.
- 4- Ability to effectively use a computer and learn new software/programs.
- 5- Has current-or can obtain-CPR & First Aid certification
- 6- Current TB test
- 7- Flexibility
- 8- Organized and efficient; excellent time management skills
- 9- Effective problem-solving skills
- 10- Mature and friendly personality
- 11- Supervisory experience of two (2) or more staff preferred
- 12- Health Screening & Finger printing (CA only); Fingerprint card (AZ only)
- 13- Negative Criminal record/background statement
- 14- Valid driver's license with acceptable driving record
- 15- Ability to comply with Highgate Team Member handbook, policies and procedures.
- 16- Must meet all criteria as required by state and local licensing.
- 17- Possession of/or ability to obtain Food Handler's Permit within thirty (30) days of hire – if required.
- 18- Ability to complete training/certifications within prescribed time frames by your supervisor.

STANDARDS

- 1- Adheres to confidentiality policy regarding team member, family member and resident information.
- 2- Residents are to be treated with respect and dignity, protecting our residents' rights.
- 3- Team Members will not work under the influence of illegal drugs or alcohol.
- 4- Team Members will have passion for the work and promote the name of Highgate in a positive way.
- 5- Maintains a positive work atmosphere with residents, family, vendors and fellow Team Members, embracing the leadership role.

PHYSICAL DEMANDS

Sit	Consecutive hours at a time: 2 hours	Total hours per day: up to 2 hours		
Stand/Walk	Consecutive hours at a time: 2 hours	Total hours per day: up to 6 hours		
Uses both hands/arms <input checked="" type="checkbox"/>				
Type of Action	None or N/A*	Occasionally*	Frequently*	Continuously*
Hand / Wrist Work				X
Grasping			X	
Pushing / Pulling		X		
Fine Manipulation				X
Reach Above Shoulder			X	
Bend / Twist			X	
Kneel / Squat			X	
Climb / Stairs		X		
Lifting / Carrying 1-10 lbs.				X
Lifting / Carrying 11-20 lbs.			X	
Lifting / Carrying 21-50 lbs.		X		
Lifting / Carrying 51-100 lbs.	X			
Lifting / Carrying over 100 lbs. (specify max lift)	X			
Distance objects are carried: Up to 100 feet		X		

*KEY

Occasionally (1-3 hrs.)	Frequently (3-6 hrs.)	Continuously (6-8 hrs.)
6-33% / Day	34-66% / Day	67-100% / Day
10% = 4-6x/hour	34% =>20x/hour	67% => 120x/hour
33% = 20x/hour	66% = 120x/hour	>720x/day
33% = <60x/day	66% = <720x/day	

Confidentiality Statement

All Team Members are expected to keep all information regarding residents and Team Members confidential. When discussing a resident's care needs, you are to make certain that you are in compliance with applicable HIPAA requirements. For more information, please see your supervisor.

Company policies, procedures, training, wages and all other business practices are considered proprietary and confidential. They are not to be discussed with residents, Team Members or non-Highgate Team Members during or after employment has ended. Team Members who disclose company information may be terminated and may be held liable for any resulting damages.

Montana Only: I understand that the first six (6) months of employment are probationary. Furthermore, I understand that during this probationary period, employment may be terminated at any time, with or without cause, with or without notice by either employer or employee.

All Other States: I understand this is not an employment contract and that I am an ‘at-will’ employee, meaning that employment may be terminated at any time, with or without cause, with or without notice by either employer or employee.

I have reviewed the job description, the Team Member Handbook and the physical requirements of the position and am able to comply with the regulations set forth. Furthermore, I understand that failure to comply with Highgate policies and procedures may lead up to further disciplinary action up to and including termination of employment. I am responsible in communicating with my supervisor regarding any change in my ability to perform the functions outlined above:

Team Member Signature

Date

Team Member Printed Name

Highgate Senior Living Mission Statement:

“Devote ourselves to helping every Highgate resident live a life of purpose”

Highgate Senior Living is an Equal Opportunity Employer