

## **Life Enrichment Assistant Duties**

### **Oversight and responsible for:**

- Casper Rounds
- Deliver mail daily
- Care plan reviews and updates as related to activities

### **Quality Assurance**

- Develop Actions Plans with the input of Life Enrichment Coordinator & Director of Life Enhancement

### **Conduct/attend the following meetings and ensure there is follow through on action plans:**

- Action Plans (Monthly)
- Life Enrichment Meeting (Weekly)
- Care Plan Meetings
- Neighborhood Meetings

### **Coordination and Oversight of Neighborhood Activities**

- Participate in calendar planning and implementation
- Conduct one activity/neighborhood/day unless previously discussed and agreed upon with supervisor
- Be present and assist neighborhood in attending community activities
- Coordinate and participate in monthly outings

### **Planning and Coordination of Services or Special Events:**

- Seasonal Decorating
- Holiday Parties
- Elegant Evening
- Festival of Trees Fundraiser
- Homecoming Week
- Pet Preferences
- BINGO Shoppe
- Spring Bazaar
- Responsible for coordination and oversight of "Music & Memory" program

Timely completion of the monthly activity calendars and complete monthly activity check-ins with CCPs

Participate in a QAPI committee as assigned.

Participation in Resident Council as assigned by Life Enrichment Coordinator and timely follow-up to identified concerns (5 business days)

Other duties as assigned

Participate in weekend support rotation as assigned.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_