



Job Description: Community Life Associate

Reports To: Program and Community Life Manager
Direct Reports: None
Date Revised: 3/2021

General Responsibilities:

Achieve goals of the organization through a successful activities program that include activities reflective of the Hickman Diversity Statement and respects residents cultural and ethnic diversity.

Designs and implements a range of activities, trips and community events targeted at senior population, physically and cognitively impaired seniors in accordance with DPW regulations and the mission. In so doing, provide a sense of community, well-being, and recognition of individual capabilities and talents.

Required Education/Training/Skills:

- Strong Interpersonal relations and communicative skills
- Moderate computer skills
- Comfort and ability working with senior population and cognitively impaired adults
- Pennsylvania Driver’s License in good standing.

Ability to bend, kneel, stoop, stand, climb, push, pull, and lift items weighing 50 lbs. or less. Valid driver's license may be required; visual and auditory skills.

Equipment/Machines: telephone, computer, copier, fax, postage meter, LCD projector, audio-visual equipment.

Essential Duties:

- Plan and implement activities appropriate to the needs of the residents at all levels of ability, both individual, small and large group participation
- Develop and implement activities that provide opportunity for residents to experience sensory input (all senses), group interaction and personal achievement.
- Provide artistic and creative activities for the residents , including maintaining supplies, and keeping areas safe, clean and orderly.
- Welcome residents on their arrival day and obtain feedback on the resident’s transition to life in the community.



- Drive Residents to and from activities via The Hickman bus and van
- Keep good attendance
- Participate in creation of activity calendars and flyers.
- Other duties as assigned.

All employees of The Hickman are expected to:

- Uphold the mission and values of The Hickman in speech and behavior(s) while on-site.
- Make decisions that reflect the best interest of the Hickman.
- Respond to comments and requests from residents, families and guests promptly and politely, forwarding their requests to the appropriate supervisor if needed.
- Follow proper procedure in response to Emergency Action Plan.
- Fulfill annual training requirements, as specific to your role.
- Agree to follow the *Code of Conduct* and employee policies as articulated in the Employee Handbook. These policies include but are not limited to:
 - Leave work area clean and neat for co-workers. Help keep the premises clean by removing trash and debris, inside and outside the building.
 - Report safety hazards, any broken, non-operational equipment or furniture, or other safety concerns to the appropriate staff member; when necessary, remove item(s) from the area to prevent a safety hazard (per personnel manual).
 - Carry walkie-talkie and/or beeper at all times as required by position.
 - Adhere to The Hickman punctuality and attendance policy.
 - Consistently follow correct time clock procedure (if applicable).
 - Adhere to Hickman policy regarding cell phone usage (per the Employee Handbook).
 - Adhere to department dress code; present a neat, clean, appearance (per the Employee Handbook).
 - Wear name tags per DHS regulations and Hickman policy.
 - Attend in-service trainings, All-Staff Meetings, department meetings and other required educational sessions as directed by supervisor and/or Hickman policy.
 - Notify supervisor in advance when participation in required educational or other meetings poses a problem.

The Hickman is an Equal Opportunity Employer and is committed to creating an inclusive and supportive workplace regardless of race, religion, age, ethnicity, sexual orientation or gender identification.

I have reviewed the above job description:

Name / Signature

Date