

**Job Description: Lead Community Life Associate**

Reports to: Community Life and Volunteer Manager

Direct Reports: NA

Date Revised: August 2022

**General Responsibilities:**

The Lead Community Life Associate will design and implement a range of activities, trips, and community events targeted at senior populations, including physically and cognitively impaired seniors in accordance with Department of Health Services (DHS) regulations and The Hickman's overall mission.

The purpose of this position is to design and lead activities that provide a sense of community, well-being, and recognition of the residents' individual capabilities and talents with respect of the residents' cultural and ethnic diversity.

Those with musical abilities or a Music Therapy degree are highly encouraged to apply.

**Required Education/Training/Skills:**

A Bachelor's degree or equivalent experience in human services, music therapy, social work, recreation, or a related field. Knowledge of aging and dementia. Excellent reading, writing, grammar, and verbal skills; proficient mathematics skills; demonstrated success in organizing and managing processes and attention to detail; can meet demands for confidentiality; excellent interpersonal relations and communications skills; computer skills in word processing, and desktop publishing; proficient analytical skills.

Ability to bend, kneel, stoop, stand, climb, push, pull, and lift items weighing 25 lbs. or less.

Valid driver's license required; visual and auditory skills, ability to drive and train a 15-passenger bus.

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

Computer Skills: Microsoft Word, Excel, Publisher, Outlook, and LifeLoop applications.

**Preferred:**

**Therapeutic Recreation Specialist:** Education and/or prior work experience developing and implementing therapeutic and leisure recreation activities for senior and/or cognitively impaired adults

**Music Therapist:** Education and/or prior work experience designing and providing music-related activities appropriate for various levels of cognition and physical functioning, including engaging residents with different styles of music and musical experiences (listening, active participation, sing-a-longs, etc.)

**Musical Ability:** Ability to sing and/or play a musical instrument, such as a keyboard/piano, guitar, violin, etc.

**Essential Duties:**

- Assist in creating a monthly calendar of recreation programs based on a resident-centered approach that considers individual resident's needs, interests, and abilities.

- Assist in creating and distributing the daily activity flyers to residents.
- Plan and lead recreation programs that engage the resident's mental, physical, emotional, and spiritual needs and provide opportunities for meaningful and purposeful daily living.
- Safely transport residents to and from activities.
- Coordinate and safely lead small trips outside the facility including driving the facility bus.
- Regularly use the Life Loop system to document resident attendance and engagement.
- Regularly report any changes in resident's status and needs to the supervisor.
- Communicate with family members to provide updates on resident's participation and status, as needed.
- Have a basic understanding of various physical and cognitive limitations, including Dementia, to coordinate and adjust activities as needed.
- Have a basic understanding of anatomy and body positioning to achieve resident comfort and success during activities.
- Have a basic knowledge of infection control and personal hygiene.
- Work well with other staff and administration to coordinate events and activities.
- Assist colleagues, interns, and volunteers when additional assistance as needed.
- Demonstrate strong organizational skills, professionalism, positive energy, empathy, flexibility, and creative thinking.
- Maintain supplies and keep working areas safe, clean, and organized.
- Have flexibility working various days and hours to accommodate special events or activities, including working some nights and weekends.
- Have the flexibility to assist with resident needs, as required by management.
- Perform other duties that support the facility and department, as needed
- Participate and uphold the Montessori program among staff. Train all new staff members in Montessori practices.

***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 the 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 the 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 the position.
  - Adhere to The Hickman punctuality and attendance policy.
  - Consistently follow the 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 training, 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:

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Name / Signature

Date