

## Life Enrichment Director

**DEPARTMENT:** Activities

### **POSITION SUMMARY**

The primary purpose of the Life Enrichment Director position is to plan, organize, develop, and direct the overall operation of the Activity Department in accordance with current federal, state, local and corporate standards, regulations, and guidelines to assure that an on-going program of activities is designed to meet, in accordance with the comprehensive assessment, the interests and physical, mental, and psychosocial needs of each resident.

### **POSITION RESPONSIBILITIES INCLUDE:**

- Plan, develop, organize, implement, evaluate, and direct the resident-centered activities for the facility.
- Review, at least annually, and ensure the implementation of the facility's policies and procedures for the Activity Department and make recommendations to the Administrator as appropriate.
- Keep abreast of current federal and state regulations, as well as professional standards, and make recommendations on changes in policies and procedures to the Life Enrichment Director and/or Administrator.
- Provide good communication between employees of all levels, residents, their families, support personnel, government agencies/personnel, and the general public to ensure the needs and best interest of the residents, community and facility are met to the extent possible.
- Maintain a reference library of written material (i.e., Federal and State Regulations, etc.) that will assist the activity department in meeting the daily needs of the resident.
- Assist nursing in developing and implementing policies and procedures for the identification of medically related activity needs of the resident.
- Participate in community planning related to the interests of the facility and the services and needs of the resident and family.
- Work with the facility's consultants as necessary and implement recommended changes as required.

## **QUALIFICATIONS**

### **Education:**

High school diploma or equivalent. Activity Director certification.

### **Training and Experience:**

Must have at least two years' experience in a long-term care or health care setting or two years of practical experience providing organized activities in a group setting.

Must possess the ability to deal tactfully with customers including residents, family members, visitors, facility employees, government agencies/personnel and the general public.

*The final candidate must successfully pass The Reutlinger's post offer, pre-employment testing which includes a criminal background check, drug test, COVID test, TB screen test and health screen. All staff, except wait staff and dishwasher positions, must be at least 18 years of age.*

*The Reutlinger is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, gender identity, sexual orientation or protected veteran status.*