Three Pillars

JOB DESCRIPTION

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| Job Title  **Lifestyles Specialist** | Department  **Lifestyles** | |
| Reports To  **Lifestyles Manager** | Review Date | Exempt  Non Exempt |
| I have reviewed and agree to the contents of this job description  (Signature & Date) | | |

1. **Position Summary**:

The Lifestyles Specialist will assist the Lifestyle Manager in planning, executing and leading resident activity programs primarily at Compass Point. The Lifestyle Specialist will also occasionally provide back up to our Transportation Coordinator, providing transportation to residents on campus using the various transportation vehicles which would include occasionally taking Compass Point residents on scheduled trips on and off campus.

1. **Principle Accountabilities:**

**\* = Essential Functions**

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|  | | **Frequency** | **Weight (%)** |
| A. | **Resident Services** | Daily | 50% |
| 1.\* | Assist the Lifestyles Manager in scheduling trips and activities to meet resident’s recreational and transportation needs. |  |  |
| 2.  3.\* | Provide back up as needed to drive residents in facility vehicles to scheduled appointments, shopping, scenic drives, etc. in a safe and courteous manner. Assist residents in and out of vehicles as needed and help load and unload purchases and walkers.  Work closely with the Lifestyle Manager to inform, exchange ideas, coordinate services, and discuss implementing recreational opportunities for Compass Point and Village on The Square residents. |  |  |
| 4. | Provide 1:1 visits to residents as needed |  |  |
| 4.\* | Plan, implement and lead recreational programs. |  |  |
| 5.\* | Promote a positive image of Lifestyles programs and encourage resident involvement. |  |  |
| 6.\*  7. | Assist residents to and from activities when appropriate.  Provide backup to the Transportation Coordinator in his or her absence. |  |  |
| B. | **Supplies, Equipment and Environment** | Daily | 40% |
| 1.\* | Be familiar with the operation and function of all equipment and vehicles used in Lifestyle department. |  |  |
| 2.\* | Arrange physical set-up for activities and clean activity area and equipment/tools after each program implemented. |  |  |
| 3.\* | Monitor the environment for conditions that may interfere with the safety and well being of residents involved in activities. Report as needed. |  |  |
| 4.\* | Assist in preparation of materials for programs/events. |
| 5.\* | Inform the Lifestyle Manager of needed supplies. |
| 6. | Maintain a clean and safe work environment. |

7. Fuel and maintain vehicles as needed, report any mechanical problems or service needed

immediately.

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| C. | **Documentation** |
| 1.  2.  3. | Assist the Lifestyle Manager with promoting all activities by updating sign holders and creating/posting flyers.  Type up the daily and weekly activity sheets for Compass Point.  Assist Lifestyles Manager with doing new resident orientations and completing interest surveys. |  |  |
| **D.** | **Other Responsibilities** |  |  |
| 1.\* | Keep current with job standards through in-service training, continuing education, personal and professional development. |  |  |
| 2.\* | Provide volunteer supervision and coordination in the absence of the Lifestyle Manager. |  |  |
| 3.\* | Actively recognize and appropriately respond to customer needs. |  |  |
| 4.\* | Achieve satisfactory in all performance evaluation areas. |  |  |
| 5.\* | Continually seek opportunities for Quality Improvement. |  |  |

1. **Qualifications**:

1. Minimum education, certification and/or licensure: High School diploma or GED. Valid Wisconsin drivers license with good driving record.

2. Physical requirements: Sit, stand, push, bend frequently. Must be able to lift 40 pounds frequently. Must be able to push objects weighing 200 pounds in a wheelchair frequently.

3. Mental requirements: Handle hostile or emotionally upset residents, staff etc. Read, write and speak English fluently.

4. Experience: Experience in conducting recreational programming , driving and operating a 14 passenger bus.

5. Computer knowledge: Microsoft Office.