

Job Description

Position Title: Wellness Coordinator

Department: Social Services

Reports To: Director of Social Services

Organizations Mission, Vision, and Values

Our purpose is to provide an affordable home with assisted living services allowing older adults to live in a safe, caring, and supportive environment while maintaining their dignity, independence and purpose. We strive to be a person-centered organization based on resident self-determination. Accordingly, the primary purpose of your job is to promote the health and well-being of all individuals living in the community and treat it as their home. It is essential that you have a genuine interest in being a contributing member of a team that cares for and works with older adults. A critical function associated with your position is the daily enactment of person-centered care values by treating everyone with dignity, respect, courtesy, compassion and care.

Position Summary:

The Wellness Coordinator plays a key role as a member of the comprehensive interdisciplinary healthcare team that works closely with individuals, families, and others. Your primary objective is to provide person-centered care to, advocate for, individuals living in the community to the full extent of your training. The primary purpose of your job position is to plan, organize, develop, facilitate and direct activities which are of interest to the individuals in order to provide meaningful ways to spend time as recreation, exercise, relationship-building and enjoyment. Services are provided in accordance with the individual's assessment, personal preferences, care plan goals, and as directed by your Supervisor within the guidelines of established policies, procedures, and practices.

Key Duties and Responsibilities:

Leadership

- Develop, organize, implement, and evaluate programming of activities, in accordance with current rules, regulations, and guidelines that govern the Assisted Living Community.
- Coordinate and facilitate activity programming that is inclusive of the individuals past and current interests, abilities, and lifestyle preference.

Psychosocial Support

- Plan and organize meaningful social activities for individuals and/or small groups, making any necessary arrangements to assure success of the activity.
- Observe and Recognize that behavior is communication for those who cannot communicate properly.
- Create activities based on individual assessment of wants and desires of the individuals living in the community.
- Encourage individual involvement in the community and intergenerational programs.
- Ensure areas used for activities are well-maintained

Individualized Care

- Solicit the interest of individuals on a regular on-going basis and make all effort to incorporate these interests into the activity programming. (Ex. Surveys)
- Provide a wide range of stimulating activities for all individuals living in the community, including those with dementia. Programs offerings should include a variety of group activities, as well as music, art, crafts, drama, exercise programs, and continuing education seminars.
- Offer multiple opportunities throughout the day for people to engage in programming in which they are interested, and these events are made widely known.
- Develop and adapt activities to respond to preferences as well as the cognitive and physical functional levels of each individual through the use of interventions such as task breakdown, environmental cues, verbal prompts, set-up assistance, physical assists and demonstrations.
- Provide support to individuals living in the community to attend all events they choose to attend. This includes transportation to and from activities both inside and outside of the community.
- Provide numerous well-organized, accessible resources in the individual's living environment to support and encourage participation in spontaneous and one-on-one activities.
- Take an active role in encouraging individuals to plan and lead activities of their choice.
- Strive to create an environment that meets the physical, social, emotional, intellectual, vocational, and spiritual need of individuals living and working in the community.
- Attend to all individual's personal care needs in an emergency, including but not limited to hydration, mobility, hygiene, and grooming in a manner that keeps individuals safe and free from injury.
- Answer all requests for assistance promptly and frequently observe individuals who are unable to call for help independently.
- Make recommendations and/or requisition special supplies and equipment such as large handled tools or magnifiers to support and assist participating in activities to meet individual needs.
- Perform assigned tasks as directed by your Supervisor

Collaboration

- Participate actively in the orientation and care planning of the individuals to ensure they have a voice in directing their care and expressing their preferences.
- Assist in planning the monthly activities calendar and newsletter. Decorate the community in accordance with Holidays and Seasons of the year including the bulletin boards.
- Maintain an open communication with all members of the multi-disciplinary team to ensure that individuals preferences are honored.
- Participate in inspections made by authorized government agencies and develop and implement appropriate plans of action to correct identified deficiencies.

Documentation

- Chart notes in an informative and descriptive manner that reflect the activity opportunities provided to the individual as well as the individuals response and level of engagement.
- Report when an individual is involved in an incident and complete proper documentation.

- Report any significant observation on the individuals living in the community regarding their wellbeing.
- Make written and oral reports/recommendations to the Director of Social Services concerning the operation of the activities program.

Education / Improvement

- Demonstrate commitment in improving quality of care by attending seminars, reading professional publications, and participating in committees.
- Participate in continuing education opportunities
- Participate in educational programs that provide information on person centered care, engagement, team work and leadership, and care services.

Employment Requirements:

- Bilingual English & Spanish (verbal and written)
- Computer Skills
- Leadership and Decision-Making Skills
- Creative Skills
- High School Diploma or GED Equivalent
- Home Health Aide / Certified Nursing Assistant
- Activities Certification Part I
- Up to date In-services

Team members assuming this position are expected to adhere to and advance the vision, mission, values and principles of this community. Job description is subject to annual review and updated as necessary. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.

I _____ have read the above job description, possess the required skills, and fully understand the essential functions and conditions set forth therein regarding the job of Wellness Coordinator at Residential Plaza at Blue Lagoon. I agree to perform these duties to the best of my ability.

Signature

Date

This job description has been approved by all levels of management:

Supervisor: _____

Date: _____

HR: _____

Date: _____

