**Sisters of St. Joseph of Carondelet**



**Holy Family Community**

**11999 Chalon Road**

**Los Angeles, CA 90049**

**Ray Mattes, IHM, Administrator**

### Phone: 310•889•2163 ♦ Fax: 310• 471•1516

**POSITION TITLE: Life Enrichment Staff**

**DEPARTMENT: Holy Family Community**

**REPORTS TO: Activities Coordinator**

# JOB SUMMARY

Holy Family Community is the retirement residence of the Sisters of St. Joseph of Carondelet, Los Angeles Province. Located at Carondelet Center, Holy Family’s mission is to provide a supportive home-like environment in which care is given and independence, personal goal setting and decision making are encouraged to whatever degree possible. Within the framework of Holy Family Community Philosophy and Goals, the Life Enrichment Staff is responsible for assisting Holy Family co-workers in the delivery of comprehensive, holistic services and opportunities to the elder Sisters of St. Joseph. Such tasks may include developing and coordinating lifelong learning programs, classes or events and assisting Activity Department staff in the development and implementation of programs for well-being, health promotion and wellness. The goal of all activities is to provide opportunities for ongoing enrichment, intellectual wellness, stimulation and education for residents.

## QUALIFICATIONS

* A passion for working with elder women
* Knowledge of aging issues including physical, psycho-social, spiritual issues.
* Ability to interact in a constructive manner with geriatric residents.
* Ability to work as scheduled and consistently demonstrates dependability and punctuality.
* Ability to work with staff, supervisors, and personnel from other departments.
* Demonstrated discretion in all matters related to the assignment, including confidential information seen and heard.
* Ability to perform the essential functions of the job in a thorough and safe manner.
* Experience in the development of age appropriate activities and experiences.
* Understanding of the culture of religious communities.

## DUTIES & RESPONSIBILITES

* Knows and implements the Mission & Values of the Sisters of St. Joseph of Carondelet.
* Knows and uses accurate information concerning the Policies and Procedures of the Facility particularly with regard to privacy issues.
* Demonstrates awareness and practical problem solving ability to assure Sister/resident safety.
* Identifies and implements activities for sister residents including but not limited to social, physical, intellectual and service-oriented activities both inside and outside Holy Family Community. These activities should meet the needs of both groups and individuals.
* Involves residents in planning and identifying activities to the extent possible.
* Collaborates with the Holy Family staff in meeting the needs of the residents.

## PHYSICAL DEMANDS AND WORKING CONDITIONS

* Ability to push occupied wheelchair.
* Ability for rapid mental and muscular coordination simultaneously.
* Ability to see and hear, or use prosthetic devices in which to use these senses adequately, to ensure the requirements of the position are met.
* Able to grasp firmly with both hands.
* Ability to cope with the mental and emotional stress of the position.
* Ability to perform effectively with frequent interruptions.
* Needs to dress in a professional manner – neat, clean and appropriate dress.

This job description is intended to be a general statement about this position and not to be considered a detailed assignment. It may be modified by Holy Family Community Administrator to adjust for necessary changes.