



JOB TITLE: Life Enrichment Coordinator
REPORTS TO: Life Enrichment Supervisor
DEPARTMENT: Life Enrichment
LAST UPDATE/REVIEW: August 22, 2023

CHOOSE A CAREER AT CANTERBURY, WHERE COMMUNITY IS AT HOME AND LIFE IS WELL-LIVED

Come join Canterbury to help us live our vision of enhancing the role of seniors in society. You will be joining an industry leader that has been the seniors' residence of choice in Edmonton for over 40 years. You will work alongside leaders who share the mission of providing independence, safety, comfort and connection to support meaningful lives for the Canterbury community. You will build your career in a community that is making a difference in the lives of others.

POSITION SUMMARY

The Life Enrichment Coordinator reports to the Supervisor, Life Enrichment and assists in development, planning, implementation and evaluation of programs provided by the Life Enrichment Department.

KEY RESPONSIBILITIES

I. HEALTH, SAFETY AND WELLNESS

- Committed to knowing, understanding and reviewing your workplace hazards as identified by your Workplace Hazard Assessment, Joint Workplace Health and Safety Committee and as outlined in Canterbury Foundations Policies and Procedures.
- Participates in making the workplace a safe environment for staff and residents by reporting unsafe conditions, knowing your rights as an employee to refuse unsafe work, and by participating in training, events and committees.
- Wear appropriate personal protective equipment, footwear and apparel for your role and responsibility for your work day (being mindful of hazards approaching and leaving the workplace).

II. JOB DUTIES AND RESPONSIBILITIES

- Working, in collaboration with the Life Enrichment Supervisor in planning and development of life enrichment activities and events that meet resident mental, physical, social and spiritual needs.
- Collaborating with the supervisor in the planning and implementation of major events throughout the year.
- All facets of planning and implementation of Life Enrichment programming, including but not limited to daily movement of tables, chairs, and other programming equipment for the set up and take down of the programs area photocopying, typing, creating posters and invitations and maintenance of the resident program participation record.
- Developing and publishing the monthly activity calendar for the Court, Heights, Manor and Lane home areas as assigned by the supervisor.

- Monitoring and evaluating activities and events and to amend as appropriate.
- Planning and conducting activity programs according to the activity calendar's schedules.
- Evaluate program effectiveness, research alternative recreation programming to fit the needs of residents and communicate to supervisor project requirements.
- Handling and documenting monetary transactions in provision of services (e.g. happy hour, fund raising activities).
- Documenting resident participation in all department facilitated programs.
- Advising the Supervisor of supply inventory required for department programs.
- Advising the Supervisor of program or operational concerns as they arise.
- Communicate with residents and/or families to ensure Life Enrichment activities are based on resident interest and participation.
- Work collaboratively to ensure activities reflect the physical, emotional, intellectual, spiritual, cultural, and sensory needs of residents.
- Communicate to supervisor, and establish the necessary steps to ensure residents are satisfied with the quality and variety of programs.
- Plan ahead to ensure that residents have adequate supplies for scheduled activities.
- Communicate available programs and upcoming events.
- In collaboration with the Life Enrichment Supervisor, identify and record individual and collective interests of residents and maintain the records collected.
- Encourage and support resident social clubs and associations.
- Maintain accurate list of residents' birthdays and facilitating all aspects of the monthly Birthday Teas in the Court, Manor and Lane.
- Maintain a positive and respectful rapport with residents.
- Maintain the confidentiality of residents and Canterbury Foundation affairs as it relates to legislation standards and acts.
- Provide ancillary support to the Supervisor in the utilization and involvement of volunteers in resident programs.

QUALIFICATIONS

- Be a graduate of a recognized, certification granting, Therapeutic Recreation program (will be given priority)
- Two years of experience in an activities coordination or related role is preferred
- Have experience working with seniors and persons with cognitive impairment and good knowledge and understanding of Dementia and Alzheimer's disease
- Have a Class 5 driver's license and be willing to obtain Class 4 Driver's License and have a clean driving abstract
- Must be able to push, pull, and lift upwards of 22kg
- Proven experience with computer systems with knowledge of word processing, spreadsheets, publishing and document handling.
- Demonstrate skills with audio-visual equipment and software applications
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COMPETENCIES

- Has the ability to show initiative, create and maintain a positive atmosphere
- A team player with willingness to assist cross-departmentally

- Have good public speaking skills and facility for speaking in front of large groups and leading discussions.
- Demonstrate an understanding of the aging population and utilization of acquired skills and knowledge to effectively motivate, encourage and facilitate participation in leisure programming
- Possess excellent communication (written and verbal in English) and strong interpersonal skills.
- Demonstrate an ongoing commitment to professional development.

OTHER REQUIREMENTS

- Criminal Record Check with Vulnerable Sector
- Must be fluent in English language. This includes speaking, reading, and writing. Should English be a second language, candidate may be required to take ECL testing.
- Proof of Influenza immunization is required within one (1) month of hire date
- Proof of 2 doses of Covid immunization is required as a condition of employment