

Job Description for Life Engagement Coordinator

Job Title: Life Engagement Coordinator

Responsible to: Life Engagement Director (LE)

Qualifications:

- ☐ High School diploma or equivalent.
- ☐ Minimum two years of experience working with the elderly.
- ☐ CNA or Life Engagement experience in a senior environment a plus.
- ☐ Have the ability to provide outstanding customer service.
- ☐ Interpret and apply policies and regulations, in delegating responsibilities and in planning and analyzing administrative activities.
- ☐ Have the ability to exhibit a professional, courteous, and service-oriented demeanor to fellow staff, residents, business contacts, visitors, and families.
- ☐ Must have a valid Texas State driver's license

Essential Functions:

- ☐ Coordinate Life Engagement Program for Alexander Hall (AH)
- ☐ Support resident needs and refer to appropriate disciplines and external services for resolution.
- ☐ Coordinate the development and maintenance of the Independent Living Program with the LE Director.
- ☐ Develop and maintain the AH community calendar in coordination with the LE Director and the residents of AH.
- ☐ Encourage resident participation in community events and other functions when available.
- ☐ Direct resident welcome committee for new residents.
- ☐ Coordinate external LE functions for AH
 - Drives Vehicles
 - Purchase Tickets
 - Reserve Seating
- ☐ Document and communicate resident issues and change of conditions with
 - LE Director
 - EVS Director
 - Director of Marketing & Development
- ☐ Tracks resident participation in programs.
- ☐ Able to flex schedule to support attendance with resident groups at various external functions.

Other Functions:

- ☐ Work with Director of Marketing & Development and EVS Director with apartment readiness.
- ☐ Ensure that AH maintains a safe and clean environment.
- ☐ Maintain HIPAA compliance.
- ☐ Follow SJH and AH policies and procedures.
- ☐ Other duties that enhance the lives of the residents of SJH and AH

Work Schedule:

- ☐ Monday – Friday, 8:00 am to 4:30 pm.