

---

Position:  
WELL-BEING ENGAGEMENT GUIDE

Reports to:  
ADMINISTRATOR

---

## JOB DESCRIPTION

### BROAD FUNCTION:

The primary purpose of this position is to plan, organize, develop and implement a diverse array of therapeutic activities, to meet the interests, the physical and the psycho social well-being of the Elders.

The Well-Being Engagement Guide serves as a member of the interdisciplinary team and is specially trained in the supportive care of persons with dementia.

### Essential Functions

1. Plan, develop, organize and implement the activities of this facility.
2. Assist in the development, administering, coordinating and review of department policies and procedures.
3. Keep abreast of current federal and state regulations, as well as professional standards, and make recommendations on changes in policies and procedures to the Administrator.
4. Participate in community planning, related to the interests of the Elders, the services and needs of the Elders and their families, as delegated.
5. Participate in the interdisciplinary team process, as assigned.
6. Consider resident/family interests and ideas in planning activity programs when possible.
7. Document resident notes as appropriate.
8. Review daily notes, as required to be fully informed re: residents and staffing.
9. Assist in arranging transportation for outings when necessary.

10. Perform administrative requirements, such as completing reports, and submit them to the Director.
11. Coordinate activities and/or details of activities with other departments as necessary.
12. Be accountable to delegate authority and responsibility to other responsible personnel as needed.
13. Assist in standardizing the methods in which work will be accomplished.
14. Assist in orienting volunteers to the facility.
15. Participate in directing and evaluating volunteer performance as requested.
16. Assist in developing, creating, collating and distributing "The Home Front", the monthly newsletter.
17. Perform other related duties and activities as may be requested by Administrator.

#### Committee Responsibilities

1. Serve and participate in, and attend various committees of the facility as requested.
2. Attend department meetings as scheduled.

#### Personnel

1. Develop and maintain a good working rapport within the department and with interdisciplinary personnel.
2. Assist in the recruitment, selection and training of volunteers.
3. Promote morale of staff and volunteers and maintain a spirit of cooperation.
4. Supervise/monitor work of volunteers to ensure compliance of policies and procedures.
5. Create and maintain an atmosphere of warmth, personal interest and positive emphasis while maintaining a calm environment throughout the facility.

#### Safety and Sanitation

1. Ensure that all activity areas are maintained in a clean, sanitary and safe manner.
2. Report any hazardous conditions or equipment to the Director or appropriate personnel.
3. Clean supply rooms and storage areas to assure availability of needed resources, and safety within storage areas.

#### Resident Rights

1. Maintain the confidentiality of all resident care information.
2. Review complaints and grievances made by resident or families and make written report of corrective plan.
3. Treat all residents with kindness, dignity and respect.
4. Knock before entering a resident's room.

#### Programming

1. Involve interdisciplinary staff in the planning and implementing of daily activities programs.
2. Plan and implement in-house community activities, family activities and community outings.
3. Serve as a consultant for staff related to activities programming.
4. Assist with resident care giving as may be necessary.
5. Dine with the residents at meal time, if requested.
6. Assist with other functions as deemed necessary and appropriate or as may be directed by the Director.

#### Working Conditions

1. Work in office areas as well as throughout the facility's areas (i.e. dining rooms, resident rooms, Assembly Room, SH Craft Room, Communal Rooms, Cafes and greenhouse, etc.).
2. Assist residents in walking, or transporting them to activities.

3. Maintain appropriate programming in areas where temperature is above 85'
4. Subject to frequent interruptions.
5. Be involved with residents, personnel, visitors, government agencies, etc. under all conditions and circumstances.
6. Subject to hostile and emotionally upset residents, family members, and staff.
7. Communicate with other department supervisors.
8. Work beyond normal working hours, weekends, holidays and other shifts as necessary.
9. Subject to falls, need to lift/move equipment, odors, etc. throughout the day.
10. May be exposed to infectious waste, diseases, conditions, etc., including AIDS and Hepatitis B viruses.
11. Maintain a liaison with other department supervisors and staff to adequately plan for services/activities.

#### Education

1. An Associates Degree in Therapeutic Recreation or related field is preferred.

#### Experience

1. Must have, as a minimum, one (1) year's experience in a social or recreation program within the last five years.
2. Must have, as a minimum, one (1) year's experience as recreation leader in a health care setting.

#### Specific Requirements

1. Must retain a current driver's license, validated by RPH's Insurance Company
2. Must have patience, tact, cheerful disposition and enthusiasm; willingness to handle residents

based on their current disposition and needs.

3. Must be able to relate information concerning a resident's condition appropriately while maintaining level of confidentiality.

#### Physical & Sensory Requirements - With or Without the Aid of Mechanical Devices

1. Must be able to move intermittently throughout the work day.
2. Must be able to speak and write the English language in an understandable manner.
3. Must be able to cope with the mental and emotional stress of the position.
4. Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
5. Must function independently, have flexibility, personal integrity and the ability to work effectively with the residents, personnel and support agencies.
6. Must be able to lift and relocate chairs, etc., and have ability to assist residents in moving from one position to another.

**Acknowledgment**

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of Engagement Guide and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand that tasks assigned to this position may involve exposure to blood/body fluids. I may be offered, free of charge, the hepatitis B vaccination.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself and that such termination can be made with or without notice.

---

Date

---

*Signature – Well-Being Engagement Guide*

---

Date

---

*Signature – Corp. Human Resources Director*