

Job Title:	Life Enrichment Assistant	Department	Resident Services
Status:	Part Time – Hourly (non-exempt)	HR Revision Date (Date/Initial):	05/23/2022 - EB
Manager Report:	Life Enrichment Coordinator		

About the Organization

Inspiration Ministries (IM) is a faith-based provider of services and programming for adults with disabilities located near beautiful Lake Geneva, Wisconsin. IM stands out from other residences because of our warm, loving, family environment and Christ-centered vision. All our residents are treated with dignity and respect by a staff that is passionate about seeing each person grow in his or her highest level of independence.

Mission Statement

“Helping people with disabilities **THRIVE** in Christ-centered community.”

Core Values

- ✓ We believe in the authority of God’s Word
- ✓ We believe Jesus Christ is central to all we do
- ✓ We believe in the value of every person, no matter their ability
- ✓ We believe in humble service
- ✓ We believe in helping people achieve their very best
- ✓ We believe in transparency and integrity in all we do

STARS Standard

Inspiration Ministries’ employees agree to a high standard of conduct as defined by our STARS standards:

- **Servant** – One who is Christ-like, humble, helpful, committed and empathetic.
- **Team** – One who draws people together, unifies, encourages shared ideas, and fosters open communication.
- **Achiever** – One who is loyal to the mission and goes above and beyond to achieve goals that move the ministry forward.
- **Respect** – One who is kind, patient, and affirms the value of others while being open and approachable.
- **Skilled** – One who uses their knowledge, gifts, skills, and expertise to perform their job exceptionally, is teachable, and continually pursues professional growth.

Life Enrichment Assistant

The Life Enrichment Assistant works alongside the Life Enrichment Coordinator to assess, plan, implement and evaluate the activities offered within the Life Enrichment program of Inspiration Ministries. The successful candidate demonstrates creative, professional initiative when planning and facilitating programs that meet the physical, intellectual, social, emotional and spiritual needs of residents. The Life Enrichment Assistant works with residents to create individualized Thrive Plans and supports each person to achieve their goals; teaches life skills so each person can achieve their maximal independence; provides support, coordination for resident activities and outings; and supports other life enrichment priorities, programs and services. The Life Enrichment Assistant reports to the Life Enrichment Coordinator.

Position Responsibilities

Individualized Resident Thrive Plan Creation, Support, and Accountability

- In collaboration with the resident and his/her family or guardian, create individualized Thrive Plans that fit the physical, emotional, behavioral, nutritional, social, and spiritual needs, desires and goals of the individual resident.
- Assist in creating program and activity content that is adaptable to a resident's abilities, needs and interests while supporting the strategic goals within each resident Thrive Plan.
- Coach and encourage residents to participate in group and individual activities and events.
- Adapt the activities to fit the capabilities of each resident and make sure the correct assistance is given on outings to residents that need it.
- Help to monitor resident progress of Thrive plans and document progress and goals in ECP, IM's electronic health records database.

Life Skills Training

- Actively teach, train, encourage and work with individual residents to gain basic life skills so each person can live as independently as possible.
- Collaborate with other clinical and resident services team members to ensure there is coordination, cohesiveness and consistency.
- Engage and assist in caring for the physical, mental, emotional, and spiritual growth of each resident.
- Promote a healthy lifestyle and put happiness as a top priority in all the resident's lives.
- Teach how to communicate effectively and behave towards oneself and each other in a manner that is appropriate, kind, and safe.

Support for Resident Activities, Events, Outings

- Accompany residents on special outings, ensuring each outing is safe, enjoyable, and accessible for all.
- Encourage resident interaction and participation in individual and group activities.
- Be skilled and able to assist residents with activities of daily living, medication administration and mobility.

Other Life Enrichment Department Duties

- Understand and adhere to the DHS 83 and 89 Regulations and the guidelines of "Resident rights."
- Assist with orientation for all new residents, including leading new resident welcome and onboarding, and pairing new residents with "resident buddy".
- Work closely with departments to communicate and coordinate schedules to ensure activities run smoothly and the needs of participating residents are met.
- Attend and participate in organizational strategic planning (when required).
- Assist with the Health Bucks program which includes keeping track of Health Bucks earned, as well as creating and implementing a prize/reward system.
- Attend and participate in mandatory meetings.
- Perform additional duties as assigned by the Life Enrichment Coordinator.

Wage Information

- Average Number of Hours:
- Status: Hourly (non-exempt FSLA)
- Rate: \$14-\$15/hour

Education, Skills and Qualifications

- Years of Experience: 1-3 years of relevant experience.
- Education – Associates Degree in related field required; post-secondary degree or diploma in recreation and leisure studies, therapeutic recreation, kinesiology or other related field preferred.
- Certifications/Requirements:
 - Valid Driver's license with clean driving record.
 - Ability to lift up to 50 lbs.
 - Ability to push, pull and manoeuvre 125 lbs in wheelchair.
 - Ability to transfer residents with assistance.