

Job Title:	Life Enrichment Coordinator	Department:	Resident Services
Status:	Salary	HR Revision Date (Date/Initials):	03/01/2023 (AS)
Manager Report:	Healthcare Administrator		

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’ mission is one of achieving the very best for the Residents who trust each employee with their lives. The act of achieving the very best for Residents is both a team and individual effort which allows employees to strive for the STARS. That means Inspiration Ministries employees agree to achieve STARS Standards each and every day as outlined below.

- **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 Coordinator

The Life Enrichment Coordinator is an energetic professional who will protect the rights of the residents of Inspiration Ministries so they can achieve their individual THRIVE goals. The Life Enrichment Coordinator will support residents in living spiritually, physically and mentally fit lifestyles that align with their personal THRIVE goals. He/she is responsible for developing, planning and coordinating a variety of programs that reflect the interests and value the beliefs of each resident, thereby providing life-enriching opportunities for those who participate in such programs. Programs should educate residents in leading healthy, social, nutritional, spiritual and active lives. The Life Enrichment Coordinator reports to the Healthcare Administrator.

Education, Skills and Qualifications

- Years of Experience: 2 years of managing activities within a Resident care facility (preferred)
- Education: Associate Degree in a related field preferred (Physical Education, Outdoor Recreation, Recreational Therapy)
- Certifications/Requirements:
 - Valid Driver's license with clean driving record.
 - Ability to lift up to 50 lbs.
 - Ability to push, pull and maneuver 125 lbs in wheelchair.
 - Ability to transfer residents with assistance.
 - Ability to work flexible hours between first and second shift, weekends and some holidays as needed to facilitate activities and outings.
 - Full-time position
 - Status: Salary, Exempt
 - Pay Range: \$37,440 to \$41,600

Position Responsibilities

PRIMARY RESPONSIBILITIES

1. Thrive Plan Support
 - Coordinate with Occupational Training Director to ensure program and activity content 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.
 - Assist with monitoring resident progress of Thrive plans and document progress and goals in ECP, IM's electronic health records database.
 - May supervise a direct report
2. Resident Activities and Events Management
 - Conduct organizational orientation for all new residents, including new resident welcome and onboarding, and pair new resident with "resident buddy."
 - Plan, schedule, maintain, and implement a weekly activity and event schedule.
 - Plan, schedule, coordinate, and accompany residents on special outings, ensuring each outing is safe, enjoyable, and accessible for all residents.
 - Encourage resident interaction and participation in individual and group activities.
 - Maintain resident attendance records.
 - Network and build relationships with community organizations such as Special Olympics and the YMCA.
 - Be skilled and able to assist residents in activities of daily living, medication administration and mobility.
 - Be able to drive ministry buses or vans for outings, able to operate all lifts and safety equipment.
 - Work closely with all Inspiration Ministries departments to coordinate IM activities and events.
 - Engage and assist in caring for the spiritual growth of each resident.
 - Coordinate volunteers from churches, Boy Scouts, Girl Scouts, schools, and other various businesses and organizations.
3. Administration
 - Plan, implement, supervise and communicate all operations of the Life Enrichment Department.
 - Understand and adhere to the DHS 83 and 89 Regulations and the guidelines of "Resident Rights."
 - Work closely with all departments to communicate schedules, activities and resident needs.
 - Attend and participate in organizational strategic planning (when required).
 - Manage accountability and report organizational key performance indicators to support resident quality of life and strategic initiatives.

MINOR RESPONSIBILITIES

- Assist with and attend organizational special events.
- Participate in and provide input for IM committees or development groups.
- Attend and participate in mandatory meetings.