



Position Title: Community Life Assistant

Job Type: Full time or Part time

The Community Life Assistant plays an essential role in the lives of the residents at Pemberly Place. They must bring a combination of energy, enthusiasm, positive motivation and self-direction to the community. The Community Life Assistant will create and maintain an activity program to encourage the participation of each resident according to their individual needs, interests, and abilities.

Our Mission: Making a difference by connecting people through a culture of care.

Our Vision: To be the leader providing innovative choices for senior living.

Values-Based Behaviors

• **Honesty** • **Trust** • **Compassion** • **Dedication** • **Integrity** •

Essential Job Functions

1. Assist with planning and implementing activities inside facility during weekdays and weekends; outside facility at least one time per month; and one-on-one activities with residents.
2. Notify residents of activities and assist and encourage them to attend.
3. Assist with coordinating, implementing and leading approved activity exercise program.
4. Assist with facilitating a weekly shopping trip.
5. Assist with developing a volunteer program with at least five (5) volunteers from within the community. Train and coordinate all volunteer activities.
6. Decorate facility for holidays and make certain the decorations are removed within three (3) working days following the holiday.
7. Must have a valid driver's license, a good driving record and be insurable to drive the Community's van, including tie-downs, lifts, and steps.
8. All other duties as assigned.

Other Requirements

1. Comprehend and communicate in the English language, both orally and in writing.
2. Proficient knowledge and practical applications of Microsoft and Google Drive.
3. Define and solve problems.
4. Represent Pemberly Place with a professional manner at all times.
5. Understand and commit to the Mission and Values of Pemberly Place.
6. Maintain knowledge of FHA, ADA, HIPPA, and other regulations that impact our profession.

Physical Requirements

The employee will occasionally need to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally assist with lifting and or transferring residents using proper body mechanics.

Qualifications

Education: High School Diploma or equivalent; 2 years' experience working in customer/client service

Employee Acknowledgment

I acknowledge that I have received, read, and understand the duties and expectations for the job listed above. I agree to perform the duties outlined and to comply with all standards established in the performance of this job.

Employee
Signature: _____

Date: _____

Employer
Signature: _____

Date: _____