

# Job Description

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Windsor Elms Village is an Eden Registered Home with a resident-directed philosophy of care. It builds on a rich history and reflects our commitment to continue to evolve to meet the emerging needs of seniors in Nova Scotia. We will continue to embrace life, provide compassionate support and encourage meaningful relationships with residents, families, staff and the community. We are creating a home environment where all 108 residents can continue to grow and experience the fullness of life.

## Details

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<b>Job Title</b>	Life Enrichment Care Partner (LECP)
<b>Department</b>	Therapeutic Services
<b>Reports to</b>	Manager of Life Enrichment
<b>Direct Reports</b>	n/a

## Position Overview

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Under the direction or supervision of the Manager of Life Enrichment, the Life Enrichment Care Partner (LECP) is responsible for creating a human habitat and providing care and services to meet the needs of the residents. The LECP plays an important role in promoting a compassionate, physical & psycho-social environment for our residents. The LECP is committed to alleviating the three plagues of loneliness, helplessness, and boredom. This is based on the philosophy of Windsor Elms Village, the Eden Alternative™, our Guiding Principles, and the established policies and procedures of Windsor Elms Village. The LECP works cooperatively and respectfully with residents, coworkers, families, visitors and volunteers to create a positive and pleasant environment in the home (a “habitat for living”).

## Responsibilities

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### Resident care:

- Participate, along with the neighborhood team, in organizing and planning a natural daily rhythm that promotes the Elders’ physical, mental, social, spiritual, and intellectual well-being
- Support the **whole neighborhood team** in ensuring that everyone has meaningful opportunities for “being” and “doing” that blends into their daily routine
- Support the team in ensuring that **individuals** have meaningful opportunities for “being” and “doing” as fits their desires and lifestyle choices

- Participates with the whole community in identifying ways for Elders to socialize within and outside of the organization
- Ensure that people from the larger community are welcomed, find meaningful ways to be involved, and contribute to daily life in the organization
- Create ways for friendships to flourish among all residents & care partners on our team and across the whole community
- Be an advocate for people as they move into the home and help them become well-known as quickly as possible
- Perform recreation assessments, work with the resident to set goals.
- Deliver interventions for individual residents, or groups of residents, in areas of physical or functional skills.
- LECP role within the individual neighborhood is to offer your expertise to ensure that the rhythm of daily life meets the needs of all residents & care partners.
- A liaison that connects the diverse skill sets of those within, and outside, our community to meet the Elders' needs.
- Bring the whole care partner team (Elders, family members, employees, volunteers) together to identify the resources needed to optimize the Elders' quality of life and well-being in their neighborhood and the community.
- Treat residents with empathy, dignity, and respect at all times.
- Request and accommodate resident's individual choices whenever possible.
- Respect the spiritual and cultural beliefs and practices of the residents.
- Encourage and support residents to maintain or regain independence.
- Respond to resident requests as quickly as possible.
- Provide explanations to residents. Negotiate with residents when requests cannot be met.
- Encourage residents to take responsibility for the choices that they make.
- Support relationships that are central to the resident.
- Work to create a culture of safety for all.

#### **Maintenance of the Neighbourhood & Recreation Equipment:**

- Assist the resident to organize the physical environment according to the wishes and needs of the resident.
- Report shortages, breakage, and malfunctioning of equipment.
- Know and adhere to fire, emergency, and security policies and procedures.
- Implement infection control measures.

#### **Leadership:**

- Work as a team with the Life Enrichment Care Partners & Therapy Team.
- Provide leadership, guidance & direction to ensure safe practices are occurring
- Delegate appropriate task/activity to other members of the Care Team.
- Share your unique skill set to help others grow and benefit from your professional knowledge and continue to learn and grow.
- Advocate and role model to others for relationship building, helping people become well-known in the community and ensuring that Elders have meaning and purpose and are the decision-makers in their daily lives.
- Act as a Mentor/Preceptor for Recreation students and/or New Care Partners
- Complete required annual education.

#### **Communication:**

- Maintain confidentiality of information about the resident and their family, etc.
- Keep the Care Partner Team informed of any change in resident condition through incidental and formal reports. Reports must be timely based on the type of change observed.
- Participate in, and contribute to annual resident review care conferences.
- Ask for guidance and consultation from other team members.
- Accurately record care and observations on the clinical record of the resident

- Documents and reports observations of resident behaviour and progress towards goals.
- Attends team meetings and participates on committees as appropriate.

### *Continuous Improvement*

- Participate on quality monitoring at Windsor Elms Village as required.
- Participate in activities leading to Licensing
- Attend and participate in education programs aimed at increasing personal knowledge and abilities of the caregiver, and those that also lead to the certification for special procedures at Windsor Elms Village.

### *Other duties*

Other related duties as assigned.

## *Hours of Work*

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The regular hours of work for this position are intended to be 8:30am to 4:30pm Monday to Friday, including 1 Saturday per month and evenings as required. Individual's hours as per FTE of position held and programming needs within the home.

## *Fulfilling this Care Partner Role*

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To ensure that candidates with the right education and skills are in this role, the Life Enrichment Care Partner role at WEV has the following requirements:

- Completion of Recognized Therapeutic Recreation Diploma or Degree Program or equivalent
- Experience in activity programming in a long-term care setting considered an asset
- Strong leadership, communication, negotiation, and conflict resolution skills and respect for all persons.
- Knowledge about assessments and care planning, and all applicable provincial and federal regulations, guidelines, and policies and knowledge of basic computer skills
- Familiarity with and access to services and resources in the larger community that can be of benefit to those living in our community
- A basic understanding of how to engage those living with dementia, mental health issues, alcohol/ drug addiction, post-traumatic injuries, and different physical abilities
- Ease in providing education about how to engage in strong, caring relationships on an individual basis and in small and large social events and an ease in assisting individuals and leading small and large social events
- Skills in facilitating the planning, budgeting, organizing, coordinating, and following-through on larger events for the community
- Relationship building skills that draw the whole care partner team together and create strong connections throughout the home
- Willingness to undergo on-site education
- Ability to function independently as well as part of a team
- Organizational ability to independently complete assigned work and manages changing caseload levels.
- Ability to take direction and participate as an active member of the Windsor Elms Village interdisciplinary team
- Ability to read, write, and speak English fluently, and understand verbal and written instructions.
- Good physical and mental health.
- Must be a strong team player with strong leadership skills.

- Basic computer skills including Windows Operating System & Office Suite
- Alzheimer’s Course & PIECES Training considered an asset
- Current First Aid & CPR Certification
- Clear Criminal Record Check with Vulnerable Sector Check

Physical & Psychological demand of this role includes:

- Ability to stand & walk for extended periods of time
- Ability to physically deliver and participate in activity programs that are physically demanding and involves lifting and handling of physically and/or cognitively impaired residents
- Ability to lift 35lbs
- Ability to handle challenging and unexpected behaviours by residents and complex family dynamics. Mental demands may also be felt from emotions that can arise in a Home where there is loss from death. Individuals are asked to reach out if support is needed.

## *Agreement*

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*I understand and have received a copy of this Care Partner Role. I am committed to fulfilling this role to the best of my abilities, as a Care Partner in this community.*

<i>Care Partner Signature</i>	
<i>Date</i>	