Life Enrichment Manager
3-Month Maternity Leave Coverage – Temporary Full-Time

Function:

The Life Enrichment Manger is responsible for the assessment, implementation and co-ordination of the Life Enrichment department and comprehensive activity programs that meet the individual interests and capabilities of the resident population. Activities encompass the cognitive, physical, social, spiritual and educational needs of residents and resident groups. The incumbent is a member of the Bethany Lodge management team.

Qualifications:

- A post-secondary diploma or degree in recreation and leisure studies, therapeutic recreation, kinesiology or other related field from a community college or university; and at least one year of experience in a health care setting.
- A minimum of 3 years' management experience that includes budget planning and activity planning, scheduling, implementing and developing recreational programs in a long-term care setting.
- Understanding of Christian culture and values.
- Possess good communication, leadership, organizational, interpersonal skills and a friendly disposition and willingness to work in a team atmosphere.
- Computer Skills (Word, Excel, PowerPoint, Publisher and the ability to learn MEDe-care, Point Click Care and SSC.)
- Current driver's license.

Responsibilities:

1. Resident Programming

- Responsible for assessment, development, implementation and co-ordination for a variety of meaningful recreational activities and therapeutic programs that meet the physical, social, intellectual, emotional and spiritual needs of our residents, while being responsive to the abilities, strengths, needs, interests, and former lifestyle of each resident.
- Develop resident programs including individual, small, large group, active/passive, leisure, recreation and therapeutic.

- Participate in review of resident service plans and conduct personal interviews with residents to gain insight into preferences and abilities for use in the development of activities for the resident.
- Participate in multi-disciplinary care conferences and other committees'/teams/task forces as required.
- Manage all required program documentation for each resident, including care plans, quarterly reviews, ongoing progress notes and daily attendance.
- Participate in care conferences with Multidisciplinary team and families.
- Encourage resident participation in activities and outings, create and post monthly and daily schedules, inform staff of programs, keep records of resident participation, and evaluate the level of resident participation in programs.
- Maintain awareness of changes in condition or behavior` of residents to modify programs, notifies nursing staff of observed changes.
- Assist and monitor Resident council
- Responsible for the Restorative Eating program.
- Create and print the monthly activities calendars for the Lodge and Manor.
- Be a constant advocate for the residents at Bethany Lodge, ensuring that their physical, emotional, social and spiritual needs and wishes are met safely and that all care is provided within the resident care philosophy and according to the Resident's Bill of Rights.

2. Life Enrichment Department

- Department budget planning and implementation.
- Structures and staffs the Life Enrichment Department to most effectively carry out its responsibilities. This includes ensuring reporting relationships are appropriate, job descriptions are current, hiring practices are comprehensive, and budgeted staffing patterns are maintained.
- Supervise Life Enrichment staff including hiring, promotion, demotion, dismissal, and disciplinary decisions.
- Conducts performance appraisal of Life Enrichment staff.
- Recommend and monitors initiatives for improvement for Life Enrichment staff whose appraisals indicate special needs.

- Train staff on med e-care (CCRS, RAP's, care planning and progress notes).
- Ensure Life Enrichment department is operating in compliance with all legislated standards, requirements and residents' Bill of Rights.
- Evaluate the service and performance of personnel via CQI and performance appraisal programs.
- Maintain and update any changes in the policies and procedures manual for the department.
- Establish and maintain good public relations and rapport with community groups, to provide outside activities and special projects for patient/residents, (i.e., church services, choir, special concerts, school group visits etc.)
- Maintain and update the MSTV in the common areas.
- Maintain and update any changes to TV equipment, internet in resident home areas and sound system in event space and home areas (Manor & Lodge)
- Maintain and update family access cards.
- Maintain and update family emails and resident mail records.

3. **Volunteer Services**

- Design, maintain and grow the volunteer program to encourage and support the participation of volunteers in the lives and activities of residents.
- Provide leadership and direction to the volunteers and monitor services provided to residents by community organizations.
- Undertake the recruitment, orientation, and supervision of volunteers.
- Plan and organize the volunteers in collaboration with organizational and staff identified needs.
- Interview and give an orientation to all new volunteers.
- Evaluate volunteer roles on an ongoing basis to assure appropriateness and effectiveness for both the volunteer and facility.
- Develop and maintain a volunteer skill matching system to an updated organizational needs list.
- Keep current volunteer records.

- Develop and maintain policies and procedures as they relate to the volunteer program at Bethany Lodge.
- Develop and coordinate a master calendar for volunteers.
- Encourage volunteers by recognition both in a formal and in-formal manner
- Advertise any community volunteer opportunities in the assemblies and churches and in the community.
- Liaise with community volunteer organizations.
- Provide administration with regular reports on the volunteer program and initiatives.
- Manage the Café and associated volunteers.

4. **Quality Management**

- Monitor quality management program for the department
- Complete CQI data reporting for the department.
- Maintain up to date documentation in the nutrition binder and progress note binder.
- Print and distribute observation lists for each Resident Home Area.
- Complete quality audits and regular review of RAI documentation by Programming Assistants. Follow up on missing information or errors and ensure documentation is complete and accurate.
- Work efficiently and cooperatively with the administration and staff by contributing to the orientation of new staff, by participating as a team member, by interpreting goals and methods of the Life Enrichment program to all staff, and by sharing and demonstrating the values of Bethany.
- Carry out health and safety programs in accordance with the occupational health and Safety Act of Ontario and follow Bethany Lodge's procedures.
- Assist IPAC Lead with maintaining inventory of face shields for infection and control.
- Maintain and update screening Kiosk to ensure contact tracing of visitors, contractors etc.
- Assist HR with mask fit test for staff.
- Other duties as required

Decision Making Authority:

- Highest level of decision making in the Life Enrichment department.
- Leads the development of individual and group resident programs for the Life Enrichment department.
- Works directly with the Director of Care on resident programming that directly impacts care and CMIT.
- Member of the Management Team in making decisions impacting across departments.

Ongoing Education:

- You are required to keep your practice current by attending seminars, presentations, conferences and in-services related to quality resident care and safety, becoming familiar with the latest trends and theories as they relate to resident programming.
- Completes all annual mandatory education required by legislation and departmental education as assigned.
- You are encouraged to upgrade your credentials.
- It is your responsibility to attend all mandatory in-services, workshops and staff meetings, and communicate when you have attended educational opportunities outside of Bethany so they can be recorded and certificates filed.

Performance Standards:

- Resident abuse of any kind will not be tolerated. Any report of abuse (of any kind) will result in immediate suspension while the allegation is being investigated. Findings of abuse (physical, verbal or other) will result in termination.
- Courtesy, politeness, respect and kindness are required for this position. At all times you must be conscious of preserving Bethany Lodge's good reputation. You are expected to show respect to the residents and their families, volunteers and colleagues. No shouting, lewd jokes, or foul language will be tolerated at Bethany Lodge.

Work Environment and Physical Demands:

- Normal office conditions.
- The incumbent should be ambulatory and able to negotiate steps and crowded areas. A significant amount of time could be spent walking and standing.

- The incumbent may be required to provide lifting assistance or physical support to Residents.

Benefits:

- On-site parking
- 12% in lieu benefits
- 4% vacation pay

Salary Range: $64,000.00–$67,000.00 per year
Vacancy Status: Active – Existing Vacancy
AI Disclosure: No artificial intelligence (AI) is used to screen, assess, or select applicants for this position.

Please send your cover letter and resume to snehc@bethanylodge.org by September 29, 2026 @ 11:59pm