



## **JOB OPPORTUNITY**

**Job Title:** Life Enrichment (Activity) Assistant

**Reports To:** Life Enrichment Supervisor

**Job Location:** Seattle, WA

**Hours/Schedule:** Part-time Weekend

## **JOB DESCRIPTION**

Kin On is seeking a Part-time Weekend Life Enrichment (Activity) Assistant, who works on Saturday and Sunday, reports directly to the Life Enrichment Supervisor. The role is to assist the Life Enrichment Supervisor to plan and organize programs, coordinate facility-wide events and volunteer services, and work within a team to meet resident's therapeutic needs and recreational interests.

## **ROLE AND RESPONSIBILITIES**

The essential responsibility of the role is to help plan and organize programs for residents that maximize quality of life by meeting mental, physical, social and spiritual needs, which may include providing entertainment, exercise, relaxation and educational programs.

- Coordinate facility-wide events, intergenerational programs and volunteer services
- Develop and maintain strong resident/family relations and effectively deals with complaints to ensure a high level of customer satisfaction
- Assure completion of documentation and paperwork in a timely manner as assigned
- Post daily resident attendance records and maintain documentation as required by State and Federal regulations
- Support the facility's compliance with all state, local and federal regulations, HIPPA, OSHA , Fire code and Resident's Bill of Rights at all times
- Handle all forms of resident Protected Health Information (PHI) in a confidential, private and secure manner
- Other job-related duties as assigned.

## **MINIMUM QUALIFICATIONS**

- Work on Saturday and Sunday a must
- English written and verbal ability a must. Chinese: Mandarin, Cantonese and Toishanese dialects also spoken a plus
- High school or GED equivalent. An A.A. degree graduated preferred
- Nursing Home, Assisted Living or senior care facilities experience preferred
- Proficiency in computer programs such as Microsoft Office Suite a must

## **WORK ENVIRONMENT**

The role interacts with internal staff & departments, residents, family and friends on a daily basis. There will also be support for outdoor activities. Work is normally inside an elderly and vulnerable community setting; therefore ideal candidate will need to have patience, compassion and tolerance for the population at hand. Depending on the project requirement at times there will be time spent performing office work and other times a lot of walking around campus. A common day will have both settings.

### **PHYSICAL REQUIREMENT**

The role requires standing, sitting, walking, pushing, pulling, ascending and descending stairways, full range of motion, occasional squatting, ability to lift weight up to 25-50lbs with hands and roll residents with wheelchairs around the facility and beyond. Ability to verbally yell, warn and direct in case of emergency, corrected vision and hearing, and sense of touch is required.

**TO APPLY:** Please send resume to Hiring Manager via [Careers@kinon.org](mailto:Careers@kinon.org). Only qualified individuals being considered will be contacted for an interview.

### **ABOUT KIN ON**

Kin On is a non-profit organization rooted in the Asian community for more than 30 years. Kin On's mission is to honor, support, and advocate for our Asian elders and families in the Puget Sound region by offering culturally and linguistically appropriate health, social, and educational services. Kin On is creating an age friendly campus which includes a 24/7 skilled-nursing facility, Rehab and Care Center, Home Care Services, Family Caregiver Support, Chronic Care Management Services, and Health Living Program. In addressing the unmet needs of the community, Kin On is soon to complete a major capital expansion to include an Assisted Living Facility and Adult Family Home.

Kin On is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, sexual orientation, gender identity and/or expression, creed, national origin, age, disability, genetic information, ancestry, citizenship, marital status, veteran and/or military status or any other legally protected status. No question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law. Kin On participates in E-Verify.