

SCHOOL LIAISON DIRECTOR

Job Description:

Plans, organizes, and directs or carries out a program of learning activities in conjunction with The Jenks School system, which will provide intergenerational learning, intercommunication, exercise, entertainment; and opportunity to express creative talent, and fulfill basic physiological, psychological, and social needs of our residents and the enrolled children from The Jenks School system. Will be available to all residents and as requested by the Teacher's and Teacher's Assistants, subject to the written restrictions and limitations of Grace Living Center and the Jenks School System. Will work in tandem with the GLC Activities Director to ensure that intergenerational joint activities are planned and executed to meet the needs of both generations, that decorations are in place and residents who have expressed interest and desire to participate are available and ready to participate in planned school activities.

Essential Job Duties:

- Initiates and promotes activities as requested by the assigned teachers of the Jenks School District to educate, stimulate and promote resident and student interest and general well being.
- Encourages residents to participate and provides materials and supplies to effectively meet the curriculum set forth by the teachers during the Monthly Planning Hour. Encourages craft activities, reading to and with the residents, in groups or individually, in designated areas.
- Instructs and supervises residents and children during activities.
- Complies with safety regulations and policies.
- Encourages intergenerational interaction and communication among residents and students through planned activities and recreation with the guidance of the Jenks School System and assistance from the GLC Activities Director.
- Decorates, plans parties and activities, provides games, and encourages residents to assist in the planning and participation in Morning Exercise, Shared Study & Dramatic Play, making decorations, trimming rooms or area, and other similar activities.
- Is responsible for appearance of work area.

When School is not in session:

- Assist Planning trips, outside activities (shopping, scenic, other) and arranges for transportation and supervision.

- Encourages residents to participate in activities to fulfill their basic physiological and spiritual needs, and performs other functions as designated by the Administrator assisting the Activities Director at GLC.
- Encourages intellectual / educational development through literature, lectures, movies, cultural events, and other activities available in the community.
- Visits bed-bound residents, writes letters for them, runs errands. May assist residents to church services, appointments, etc.
- Provides library service for residents in cooperation with local library.
- May contact relatives at residents' request and may act as liaison with relatives.
- Requisitions, and upon approval of Administrator, purchases supplies, equipment, and materials to carry out programs.
- Is responsible for appearance of work area.
- Requires assisting physically limited residents by reaching out to Nurses or CNA's, understanding that to provide assistance in a LTC requires certification or licensure.
- Must be familiar with OSHA Bloodborne Pathogen Standard and Amity Care's Exposure Control policy.
- To perform other duties as directed by the Administrator.