



Position Description

Stepping Stones Program Worker (Navigator) / Gym Assistant

Entity:	Masonic Homes of California	Payroll Type:	Non-Exempt
Department:	Stepping Stones	Supervisory:	No
Reports To:	Director of Memory Care	Work Status:	Full Time
Location of Job:	Union City	Revised:	9/10/2018

Position Held By: Open **Regular Hours:** FT - 40hrs / wk

Schedule: 5 days / wk (flexible)
Occasional overtime, some weekends and evenings may be required

JOB CULTURE

The Masonic Homes of California are committed to a culture of Leadership. Our culture is to provide superior service to members, residents and staff through a sound and progressive model of service and care which aligns our mission, vision and operations. We demonstrate excellence in core services and place value on high quality job performance, professional development, effective time management, budget management, workplace safety and resident/employee satisfaction. We are dedicated to disciplined innovation and continuous quality improvement – we are a learning company. We are committed to sharing our knowledge and being an organization that attracts the best and brightest talent. We are team-oriented, caring and honest.

JOB SUMMARY

Stepping Stones Navigators are tasked with assisting residents with all brain fitness/memory support aspects of their lives. Gym Assistants teach fitness classes to improve strength, flexibility, cardiovascular conditioning, or general fitness of participants. This position supports the Gym with marketing and event assistance.

The Masonic Home Stepping Stones program encompasses all levels of living: Independent,

Assisted, and Memory Support. Navigators are to ensure residents are engaged and participate in purposeful programming that will enhance quality of life by improving all dimensions of brain fitness: physical activity, emotional balance, cognitive enhancement, nutritional health, spirituality, and social engagement.

ESSENTIAL FUNCTIONS

Functions are divided into three categories: Compass Club, Grider Gym, and Program

Compass Club Specific

- Implement an individualized recreation plan (created by Stepping Stones team) that supports brain/body health
- Conducts individual and small group activities that meet resident needs in the following areas: social, friendship, physical, intellectual, vocational, and spiritual.
- Assist resident in accessing and participating in chosen programs
- Communicate with rest of Stepping Stones team regarding resident attendance, functioning, etc.
- Review resident schedules and upcoming appointments (schedules sent by Wellness Center, Beauty Salon, etc.)
- Supervise residents during meal time
- Data entry to log and monitor resident's attendance and participation in the Compass Club
- Report all relevant data during team meetings
- Collaborate with other departments to ensure success of Stepping Stones programs

Grider Gym Specific:

- Promote Grider Gym classes and programs to all residents
- Teach fitness classes to improve strength, flexibility, cardiovascular conditioning, or general fitness of participants.
- Respond to customer for information about wellness programs or services.
- Operate, and instruct others in, proper operation of fitness equipment, such as weight machines, exercise bicycles, benches, hand weights, and fitness assessment devices.
- Maintain a daily log of attendance and amount of time participating in programs in database system
- Report on relevant data during team meetings
- Works as a team member to support and organize gym events

Program

- Cross train over all aspects of Stepping Stones; the Compass Club, Grider Gym, and Brain Gym
- Continue to grow and improve in understanding of physical fitness, brain fitness, memory support, and dementia care
- Attend mandatory training and inservices
- Use applicable training ideas to enhance programming (through discussion with Stepping Stones team)
- Attend all scheduled department meetings and be prepared to take notes and participate in

- pertinent action items
- Participate in planning and promoting Grider Gym classes and programs
- Work with any volunteers/inter/practicum students, etc that are involved in Stepping Stones
- Other duties as assigned

SKILLS, ABILITIES AND EXPERIENCE

- Demonstrated ability to lead a group and encourage others
- Clear communication in English
- At least 6 months working/volunteering with seniors required
- Prefer someone with experience working with seniors coping with cognitive deficits
- Familiarity with computers, tablets, mobile phones and other forms of technology (software and hardware)
- Expert in the use of the Microsoft Office Suite
- Eagerness to learn and grow in the field of brain fitness, physical fitness, and memory support

EDUCATIONAL REQUIREMENTS/LICENSES/CERTIFICATES

Any combination of education and experience that would provide the necessary knowledge and abilities listed, typically:

High School Graduate – required

Some College Experience in a healthcare or related field - preferred

OBRA & TITLE 22 REQUIREMENTS

Ensures that residents' rights to fair and equitable treatment, self determination, individuality, privacy, property and civil rights, including the right to wage a complaint, are well established and maintained at all times.

Maintains **confidentiality** of appropriate resident care information to assure their rights are protected.

Reports all incidents/accidents, unsafe and hazardous conditions/equipment immediately. Follows established safety rules and regulations. Maintains work area in a clean, orderly and safe manner.

EQUIPMENT/MACHINES/WORK AIDS

Routine equipment encountered in a hospital setting including:

Suction Machine	Hospital Bed	Oxygen Tank
Sphygmomanometer	Stethoscope	Thermometer
Otoscope	Ophthalmoscope	Enteral Pump
EKG Machine	Wheel Chair	Oxygen
Concentrator	Sterilizer	Blood Glucose Monitor
Crash Cart	Food Gurney	Fire Extinguisher
Collapsible Stretcher	Nebulizer	IV Pump
Pager	Telephone	Facsimile
Computer & Peripherals	Copy Machine	Calculator

ENVIRONMENTAL CONDITIONS

Temperature controlled, indoor modular office space. Hazardous Environmental - possible exposure to human body fluids requiring use of Standard Precautions.

PHYSICAL REQUIREMENTS

- Standing – Frequently - up to 1 hour
- Walking – Frequently - up to 5 miles
- Sitting – Frequently - up to 3 hours
- Lifting – Occasionally - over 50 lbs
- Bending – Frequently - up to 3 hours
- Twisting – Frequently - up to 4 hours
- Reaching/stretching – Occasionally - up to hours
- Pushing, pulling, dragging - Continuously - up to 6 hours, 30 lbs.- 1/4 mile
- Climbing – Rarely - up to 12 minutes
- Balancing – Frequently - up to 5 hours
- Kneeling/crouching or squatting - Occasionally - up to 2 hours
- Use of feet (other than walking) - Occasionally 30 minutes per day
- Use of hands – Requires simple grasping, firm grasping, or fine manipulation with dominant/non-dominant hand or both hands.
- Hearing – Requires the ability to hear at close proximity (0-5 feet), requires the ability to hear at a distance (up to 20 feet) and the ability to hear in both ears.
- Vision – Requires clarity of vision at 20 inches or less, clarity of vision at 20 feet or more and accommodation of eye to focus clearly at varying distances.

This job description has been developed to identify some of the duties and responsibilities of this position. It is not intended to limit or encompass all duties and responsibilities of the position.

MHC at its sole and absolute discretion, expressly reserves the right to modify, supplement, delete or augment the duties and responsibilities specified in this and all job descriptions.

ACKNOWLEDGMENT

I have read the above requirements and duties of the position and by my signature as noted below hereby accept these conditions of employment of the Masonic Home at Union City.

Employee

Supervisor

Date Signed

Date Signed