

OPERATIONS TRAINEE PROGRAM



PROGRAM TIMELINE

Phase 1:

Fundamentals of Belmont Village and Operations

- Belmont Village orientation and advanced dementia training
- Immersion with front-line staff with focus on caregiving, food service, memory care, activities and guest services

Phase 2:

Enrichment Leader Role Development

- Enrichment Leader competency development and shadowing of current Enrichment Leader
- Skill development focusing on Person-Centered programming, Just Right Challenge and Cognitive Assessments

Phase 3:

Enrichment Leader Role

- Serve as an Enrichment Leader, continue competency development and complete certification
- Complete Operations Trainee project

BELMONT *Village*
SENIOR LIVING

belmontvillage.com



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GOAL

The Operations Trainee Program prepares individuals for an Enrichment Leader role in memory care within Belmont Village, with long-term potential for a management level role within the company.

OVERVIEW

The Operations Trainee is a full-time professional role designed specifically for recent college graduates with a passion for working with seniors and are interested in working for Belmont Village. It is a structured, 8 - 12 month rotational program that teaches the participant the fundamentals of the operation - memory care, activities, kitchen and dining services, human resources, employee and customer relations, and basic administration. Throughout the rotation, the Operations Trainee will work with a seasoned Belmont professional to build core competencies in the areas of decision making, organizational skills, communication, problem solving, time management, and creativity.

The Operations Trainee will have a dedicated mentor who will oversee their development, growth and overall learning and periodic evaluations will be scheduled to ensure growth and skill development. Learning will take place at the front-line level at one or more Belmont Village communities with a strong emphasis in memory care. As an Enrichment Leader, the participant will plan, organize, and implement specialized activities for seniors with cognitive disabilities.

After successfully completing the program, the participant will have the opportunity to apply for any of the following positions at any of our communities nationwide: Senior Enrichment Leader; Memory Programs Coordinator in Training; Activity Programs Coordinator; Human Resources Coordinator; Sales Assistant.