



JOB DESCRIPTION

JOB TITLE: Resident Care Assistant

JOB SUMMARY: The resident care assistant will provide personal care services, assistance, support and supervision to residents. The resident care assistant also will provide housekeeping services to residents and assist with activities and food service.

POSITION REPORTS TO: Resident Care Coordinator

ESSENTIAL JOB FUNCTIONS

- Assist residents with daily grooming.
- Assist residents with bathing.
- Assist residents with dressing as needed.
- Assist in the development and updating of each resident's ADL plan.
- Reorder medications per facility policy.
- Provide medication assistance when necessary.
- Pass medications per DOH standards.
- Do personal laundry for residents weekly or as required.
- Assure residents are in dining room for meal times.
- Monitor amount of food eaten.
- Serve residents' meals from kitchen.
- Assist with bussing tables.
- Assist with the activity program, conduct activities as directed by the activity coordinator or assigned by supervisor.
- Assure residents get to appointments or activities.
- Provide one-on-one support/visitation to assigned residents.
- Encourage and/or remind residents to participate in activities.
- Encourage socialization among residents.
- Communicate all pertinent information to other staff.
- Work cooperatively with other staff.
- Treat all residents with dignity and respect.
- Responding to all PERS alarms within appropriate time frames (3 min)
- Responsible for obtaining and signing out pager from nursing station at each shift and returning at shift end.

QUALIFICATIONS: Strong team approach to working with other staff. Ability to interact courteously and tactfully with staff, residents, family members, visitors, vendors and the general public.

EDUCATION: Must possess high school diploma or equivalent with reading, comprehension and writing ability at 12th grade level or higher. Certification as a home health aide or completion within six months of employment. Certified medication training as outlined by the state.

EXPERIENCE: Experience or interest in working with older adults.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performing duties of this job requires lifting, bending, walking and standing. Must be able to occasionally lift loads of 50 pounds without assistance and the ability to sit, talk, and hear is required. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus.

WORKING CONDITIONS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The majority of essential job duties are performed indoors as well as in resident areas where universal precautions apply. Employee may be exposed to indoor temperature fluctuations.