



Resident Assistant

FLSA: Non-Exempt

Reports to: Healthcare Coordinator

Supervises: Wellness Department

Created/Revised: Aug 2017

Core Values:

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| <u>Philosophy</u> Always act with compassion and integrity – Red Carpet Treatment | <u>Integrity</u> Open and honest, can be trusted and accountable | <u>Innovation</u> Generate new ideas, think out of the box, embrace new ideas | <u>Compassion</u> Passion for what you do, caring and respectful. | <u>Commitment</u> Loyal, dedicated, committed to setting and attaining goals | <u>Expertise</u> Experienced, knowledgeable about our industry |
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Job Summary:

The Resident Care Partner is a non-professional employee trained to provide personal care and related services to residents in the community according to documented, individualized service and care plans. He/she functions under the Healthcare Coordinator. May be a Certified Nurse’s Aide but this is not required.

Essential Functions:

- Obtains vital signs, records and notifies the supervising nurse of deviations per Individual Service Plan (ISP).
- May provide assistance with the following:
 - Personal hygiene (bathing, grooming, hair care, shaving, skin care)
 - Change bed linens and make bed
 - Toileting and Incontinent Care
 - Nutritional and fluid intake
 - Dressing
 - Ambulation and transfers
 - Positioning
 - Medication reminders
 - Other duties as assigned within scope of practice
- Follows the resident’s ISP as directed. Follows the daily task sheets developed for each resident.
- Communicates with the appropriate supervisor about changes in the resident’s status and/or the home situation
- Utilizes standard precautions and infection control procedures
- Follows written instructions and requests assistance and further instructions with new or unfamiliar situations.
- Prepares resident progress notes and submits this documentation in a timely manner
- Assists the resident in maintaining a safe and clean environment
- Exhibits a caring and respectful attitude toward the resident and the resident’s property
- Assist with activities and encourage resident engagement and participation
- Uphold confidentiality of residents and coworkers, HIPAA
- Attend Bi weekly in service meetings and mandatory trainings
- Adheres to all community and company policies
- Performs any other duties as assigned

Desired Skills and Experience:

- Must complete a minimum of 12 hours per year of in-service education.
- Have a minimum of six months experience in a caregiving role, preferably with the elderly.
- Agree to undergo supplemental training by Community personnel, as may be required by the Community.
- Must complete and pass the medication management course.
- Have the professionalism necessary for establishing and maintaining a good rapport with resident and family members. Ability to handle emotionally charged situations in a professional manner.
- Have an interest in and a sympathetic attitude toward caring for the elderly.
- Have the ability to work within a multidisciplinary team setting.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.
- While performing the duties of this job, the employee is regularly required to stand, bend, talk and hear. The employee is frequently required to walk. The employee is frequently required to use hand and finger to touch, handle and feel and required to reach with hands and arms. Must be able to meet certain physical demands of standing, bending, lifting, stooping or performing other work requiring physical exertion such as lifting (up to 50 lbs). Must be able to climb flights of stairs.
- The work environment conditions described are representative of those an employee encounters while performing the essential functions of this job. The employee must be able to work well in well lighted/ventilated areas. Employee may be subjected to hostile and emotionally upset residents, family members, personnel, visitors, etc.
- Regular attendance as prescribed by the operating hours of the community with exceptions for allowed absences per policy.
- Must be able to move within the community and the resident's apartment freely and without limitation.
- Must be able to sit, stand and walk for extended periods of time.
- Must be able to endure the resident's environment, which may be unsanitary and uncomfortable.
- Must be able to assist residents to roll in bed, sit up from a lying position, stand from a sitting position, transfer assist to and from w/c and provide stand-by assist during resident ambulation or other activities of daily living.

Required Education and Experience:

- High school diploma or a GED.
- Be able to read, write and comprehend English
- CPR Certified within 90 days starting employment.

Qualifications:

- Comfort with technology

Environmental Adaptability:

- Works primarily indoor in a climate controlled setting
- Possible exposure to unpleasant odors
- Possible exposure to chemicals as identified in the MSDS Manual
- Continuous exposure to clients and/or family members who may be under stress

CANCELLATION OF PREVIOUS AGREEMENTS

The employee and Senior Housing agree that this job description supersedes and cancels all previous position descriptions, schedules, and arrangements as of its effective date.

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This job description also does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

NOTHING CONTAINED IN THIS JOB DESCRIPTION CREATES AN EMPLOYMENT CONTRACT OR IN ANY WAY ALTERS THE EMPLOYEE'S STATUS AS AN EMPLOYEE AT-WILL.

Acknowledgement:

Team Member's Signature

Date

Direct Supervisor's Signature

Date