

JOB DESCRIPTION

POSITION TITLE: Resident Assistant/Caregiver/C.N.A

POSITION SUMMARY: Responsible for the provision of tenant services, including assistance with personal care, medications, social and recreational activities, meal services, and other tasks as needed to facilitate the continued well being of the tenant.

REPORTS TO: Administrator

RESPONSIBILITIES:

1. Adheres to and conveys a philosophy that supports the dignity, privacy, independence, choice, and individuality of tenants.
2. Reviews tenant Service Plans as needed to gain and maintain a familiarity with tenant services needs and preferences.
3. Reviews the Staff Communication log and corresponding tenant Service Notes on a daily basis for information about changes in tenant service needs and/or health conditions.
4. Provides personal services to tenants as assigned and as indicated on tenant Service Plans.
5. Assists tenants with medications and/or treatments as indicated in the medication book, as assigned and allowed by regulation.
6. Responds to calls from the emergency call system in a timely manner.
7. Demonstrates knowledge of and follows infection control procedures.
8. Assists as requested with meal services, including setting up tables, serving meals and cleaning up the dining room.
9. Assists in maintaining a clean, comfortable and safe environment by providing housekeeping services as needed.
10. Assists with individual tenant and group social / recreational activities as requested; encourages tenant participation in activities.
11. Monitors for changes in tenant needs, preferences, and/or health status, and reports/documents any changes according to established procedures.
12. Responds to emergencies in an appropriate manner as per training received.
13. Reports any abuse, suspected abuse or alleged abuse to the appropriate agency(s).

14. Performs all other duties as assigned.

QUALIFICATIONS:

1. Desire to work with the elderly in an environment that upholds their privacy, dignity, choice, independence, and individuality.
2. Able to organize and utilize time appropriately to accomplish assigned tasks with minimal supervision.
3. Able to work well with others and to function effectively as part of a team.
4. Good grooming and a willingness to follow dress requirements.
5. Cheerful, enthusiastic attitude and a willingness to learn new knowledge/skills.
6. Able to regularly lift up to 50 pounds, to occasionally lift more than 50 pounds, and to spend long periods of time walking/standing.
7. All general staffing requirements:
 - Free of communicable disease
 - CBRF certifications (within 90 days of hire)
 - Able to physically/mentally perform tasks, as verified by a health screening that includes TB clearance
 - Criminal record clearance
 - Current First-Aid certification
 - Ability to read, write and understand English
 - General understanding of the needs of the elderly
 - Willingness to learn
 - **EDUCATION AND EXPERIENCE:**

Must be at least 18 years of age. High school graduate or equivalent GED preferred. Experience with elderly individuals preferred. CBRF certifications required within 90 days of hire. Must maintain current first-aid certification and meet in-service training requirements. Experience performing care giving tasks preferred.

I have read the above job description, understand the conditions set forth therein, and will perform these duties to the best of my ability.

Signature of Employee

Date

Signature of Administrator/Designee

Date