

## **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).

