



# Grace Senior Services, Inc.

## Job Description

**Department:** Activities

**Position:** Aide & Activity Assistant

**Responsible to:** Activity Director

**Scope of Position:** Provide personal care and designated health-related services designed to maintain the client's physical and emotional well-being as compliant with the Company's policies and procedures. Complete simple laundry and housekeeping tasks. Transport individuals in the company vehicle. Deliver activity programming (large, small, individual) in accordance with calendar of events and client/resident needs. Positive interactions with family, visitors and other health care providers while implementing the plan of care for clients/residents.

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### Qualifications:

- a. **Education:** High School Diploma/GED
- b. **Experience/Skills:**
  1. Previous experience helpful, but not necessary.
  2. Ability to read and comprehend simple instructions, correspondence and memos.
  3. Ability to effectively present information in one-on-one, small & large group situations to family, visitors, clients/residents and other employees of the organization.
  4. Must understand and communicate with specialized medical terminology.
  5. Current driver's license & clean driving record.
  6. Must be mature and emotionally stable, using calm and kind tone of voice, remaining composed in difficult or unusual circumstances.
  7. Must be able to prioritize and organize work effectively and proficiently.
  8. Must be flexible to changing situations.
  9. Ability to modify activities for population served.
  10. Must demonstrate good interpersonal skills.
- c. **Ability to communicate effectively in writing as well as verbally.**
- d. **Positive, caring attitude and ability to work well with others.**
- e. **Basic computer skills.**

### Responsibilities of this position (Job Specific):

1. Willing to work scheduled hours, every other weekend & holiday (if asked).
2. Enter appropriate notes in clients/resident charts and assessments.
3. Help develop, implement, direct and evaluate activity/recreation programming.

4. Help in all areas of activities.
5. Meet requirements of Federal and State Health Departments and other regulatory entities as they relate to all activities areas.
6. Relate well and develop trusting relationships with clients/residents and family members.
7. Assist in coordinating, directing, and recruiting volunteers.
8. Supply clients/residents with spiritual, physical, intellectual, emotional & social needs.
9. Assist the client/resident with personal cares which may include all or some of the following: shampooing hair, bathing using tub, rubbing with lotions, fingernail cares.
10. Assist with pericare after incontinence and rinse soiled linens.
11. Dress or assist with dressing and grooming, toileting and oral care, feeding.
12. Apply or assist in the use of hearing aids, glasses and dentures for clients/residents.
13. Assist in the client's/resident's plan of care to help each client/resident reach and maintain their highest level of performance and independence.
14. Provide passive range of motion as well as other exercise and activities to clients/residents at scheduled times.
15. Observe client/resident and report /document changes in any behavior or mood changes, physical and emotional conditions such as change in attitude, loss of appetite, weight, etc.
16. Transport clients/residents as needed (in company vehicles).
17. Must be able to perform any other diverse tasks requested by the Activity Director of Program Manager.
18. Understand this is an hourly wage position, and give a two week notice of intent to terminate employment.
19. Assist and conduct small or large group social activities such as (not limited to) music, games, arts and crafts, meals, movies, entertainment, gardening, sensory programming, and devotions.
20. Provide laundry services if needed.
21. Perform housekeeping tasks including: Vacuum, dusting, and bathroom (shower, sink, toilet, floors), following infection control protocols.
22. Weigh resident at the request of the RN and in conjunction with the resident's/clients care plan.
23. Assist with treatments as delegated by the RN and per individualized care plan.
24. Notify Nurse of any resident/client concerns.
25. Respond appropriately to safety hazards, fire and other emergency situations.

26. Use safety precautions when in contact with chemicals.
27. Demonstrate and practice good hand washing technique.
28. Use transfer belts correctly for transferring resident/client.
29. Demonstrate and perform proper body mechanics while transporting, transferring, or assign resident/clients to walk. Use lifts and perform lifts properly as under instructions from training with facility RN.
30. Aware of dietary restrictions.
31. Participate in surveys/inspection made by authorized government agencies.
32. Follow calendar of activities.
33. Chart on activities and client's/resident's participation.
34. Set up activity in one building and lead in other. Lead in building short if not short go back and forth between the two buildings.

**General Expectations (All Employee Expectations):**

1. In-services/meetings
  - a. Attend all mandatory staff meetings, departmental and interdepartmental in-services as required unless excused by Activity Director or Human Resources.
2. Infection Control
  - a. Demonstrate knowledge of infection control throughout the workplace.
  - b. Demonstrate and use Universal Precautions in accordance with established procedures.
  - c. Report all exposures in accordance with OSHA and Grace Senior Services, Inc. policies and procedures.
  - d. Demonstrate safe food handling procedures.
3. Safety
  - a. Is knowledgeable of, observes and follows all safety rules and regulations of the facility.
  - b. Report injuries/accidents as soon as they occur.
  - c. Respond appropriately to safety hazards, fire drills, and emergency situations.
  - d. Recognize and eliminate safety hazards and reports equipment that is not working properly to the HR department.
  - e. Follow established guidelines when using equipment, supplies and chemicals.
  - f. Uses good body mechanics and assistive devices when appropriate.
4. Dress Code
  - a. Follow dress code appropriate to position per Grace Senior Services, Inc. policy.
  - b. Wear nametag at all times and maintain excellent personal hygiene and grooming.
5. Smoking
  - a. Follow Grace Senior Services, Inc. policy guidelines regarding no on site smoking unless in personal vehicle.
6. Breaks
  - a. Comply with departmental policy within established Grace Senior Services, Inc. guidelines.

7. Attendance
  - a. Utilize reliable transportation to ensure timely arrival for each scheduled shift.
  - b. Is available for each scheduled shift, including those scheduled on weekends and holidays.
  - c. Report to work no later than the beginning of each shift.
  - d. Provide proper notice of tardiness and absences to management team in the manner prescribed by Grace Senior Services, Inc. policies and procedures.
  - e. Maintains a level of attendance that meets or exceeds the definition of satisfactory attendance illustrated in Grace Senior Services, Inc. employee policy.
8. Respect resident rights and maintains strict confidentiality regarding clients/residents and their protected personal information in accordance with HIPAA guidelines.
9. Aware of and adheres to the Resident Bill of Rights.
10. Understand and adhere to the abuse prohibition guidelines of the Vulnerable Adult Act, and is familiar with prescribed reporting guidelines and expectations.
11. Free of active, contagious diseases, i.e. tuberculosis, etc.
12. Receive a “not disqualified” criminal background result from the Minnesota Department of Human Services from providing direct contact.

**This Job Description is not intended to be all-inclusive. The employee will also perform other reasonable related duties as assigned by the supervisor or other management personnel.**

**I understand I am an at-will employee and can be terminated at any time for any reason. I also understand that my employment can be terminated with or without cause and with or without notice, at the option of myself or of the company. Management reserves the right to change job responsibilities, expectations or hours as needs prevail. This document is for management communication only and is not intended to imply a written or implied contract of employment.**

**I have read this Job Description and understand the qualifications and requirements. I agree to accept the responsibilities and duties as outlined, and to the best of my knowledge and ability, I believe that I can perform the essential functions of this position with or without reasonable accommodation.**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Manager/Designee, Title

\_\_\_\_\_  
Date

