



Grace Senior Services, Inc.

Job Description

Department: Nursing

Position: Lead Resident Care Attendant

Responsible to: RN, LPN, Human Resources

Scope of Position: Provide personal care and designated health-related services designed to maintain the resident's physical and emotional well-being as compliant with the Company's policies, procedures and standards for the Home Health Aide/Homemaker. Responsible for the resident's nursing care under the direction of the RN. The nursing care is based on the comprehensive care plan process that is developed by the RN. Complete simple laundry and housekeeping tasks. Deliver activity programming (large, small, individual) in accordance with calendar of events and resident need. Positive interactions with family, visitors and other health care providers while implementing the plan of care for residents. Training of staff, supervising staff, and passing meds.

Qualifications

a. Education:

1. High School Diploma or equivalency.
2. Certified Nursing Assistant certificate and complete the competency test-out satisfactorily, OR possess an 80-hour Certified Nursing Assistant certificate and a 15-hour Home Health Aide certificate, OR have a 75-hour Home Health Aide certificate and complete the competency test out satisfactorily is desirable.
3. TMA certification recommended; however, not required.
4. CPR & First Aid Certified required, however, Autumn Grace will train.

b. Experience/Skills:

1. Ability to read and comprehend simple instructions, correspondence and memos.
2. Ability to effectively present information in one-on-one and small group situations to family, visitors, residents, and other employees of the organization.
3. Must understand and communicate with specialized medical terminology.
4. Current valid driver's license preferred.
5. Must be mature and emotionally stable, using calm and kind tone of voice, remaining composed in difficult or unusual circumstances.
6. Must be able to prioritize and organize work effectively and proficiently.
7. Must be flexible to changing situations.
8. Must demonstrate good interpersonal skills.
9. Must be able to multi-task.
10. Detail orientated.
11. Supervisory experience.

c. Ability to communicate effectively in writing, as well as verbally.

d. Leadership role & ability to delegate to co-workers.

e. Positive, caring attitude and the ability to work well with others.

Responsibilities of this Position (Job Specific):

1. Assist the resident with personal cares which may include all or some of the following: shampooing hair, bathing using tub or shower, bed bath, sponge bath, rubbing with lotions, fingernail cares and foot cares if instructed to do so by RN.
2. Supervision of RCA's. This includes participating as part of the team and assist RCA's with direct care, dietary needs, cleaning and activities. Overseeing that staff is implementing scheduled meal/snack, activities at appropriate times.
3. Assist, conduct, and ensure all small or large group social activities such as (not limited to) music, games, arts, and crafts, meals, movies, entertainment, gardening, sensory programming, and devotions are completed. Ensure a staff member is with residents at all times when in activity center.
4. Daily documentation of resident cares (i.e. progress notes-behavioral needs, ADL care needs, dietary assistance, etc).
5. Notify nurse of any medical needs, concerns, change in status of residents. Need to call on-call nurse with any emergency situations or PRN medications.
6. Observe residents and document any behavior or mood changes.
7. Assist with pericare after incontinence and wash and rinse soiled linens. Remove any soiled pads from rooms.
8. Dress or assist with dressing and grooming, toileting and oral cares per assignment or if requested by resident.
9. Responsible to fill out tardy/absent forms for employees who call in, etc. and change of status forms for residents, and get to HR. All calls need to be directed to the lead.
10. Orientation of new lead employees and oversight of RCA's orientating new RCA's.
11. Willing to work on weekends, holidays and evenings and as necessary.
12. Assist with call-in's, scheduling of staff to stay late and making decisions to freeze staff on floor if critical staffing occurs. Stay late into next shift if need be. (Leads may also be required to stay if needed.)
13. Apply or assist in the use of hearing aids, glasses and dentures for residents.
14. Administer medication and insulin under the supervision and qualification guidelines set up by facility RN or LPN
15. Assist in the resident's plan of care to help each resident reach and maintain their highest level of performance and independence.
16. Aware of and follow all dietary restrictions.
17. Prepare meals as directed and requested, following special meal plans as instructed. Assist with meal set-up and feeding as necessary for each resident.
18. Provide and oversee staff completion of passive range of motion as well as other exercise and activities to residents at scheduled times.
19. Change linens on bed; provide laundry services as directed for the resident. (Do laundry when basket is full).

20. Ensure that staff is performing housekeeping tasks for resident's suites including: vacuuming, dusting, and bathroom (shower, sink, toilet, floors), following infection control protocols. This also includes the main living quarters including living room, dining room, tub bathrooms, and activity center.
21. Scheduled monthly vitals for resident and additional vitals at the request of the RN and in conjunction with the resident's care plan.
22. Assist with treatments as delegated by the RN and per individualized care plan.
23. Observe resident and report changes in physical and emotional condition such as change in attitude, loss of appetite, weight, etc. Notify nurse and management of changes and document in progress notes.
24. Provides communication with resident and/or family while in resident's home as appropriate. Explain procedures to resident and/or family members.
25. Provide care of body after death.
26. Respond appropriately to safety hazards, fire and other emergency situations as well as non-emergency situations (false fire alarms, etc.).
27. Use safety precautions when in contact with chemicals.
28. Demonstrate and practice good hand washing techniques.
29. Use transfer belts, correctly, for transferring residents.
30. Demonstrate and perform proper body mechanics while transporting, transferring, or assisting residents to walk. Uses lifts and performs lifts properly as under instructions from training with facility RN. Also ensure staff on shift is using devices correctly.
31. Demonstrate and perform proper body mechanics while repositioning bedfast residents, to prevent complication from immobility, pressure ulcers or for comfort.
32. Participate in surveys/inspection made by authorized government agencies.
33. Hourly position requiring two-weeks notice of intent to terminate employment.
34. Completes 12 hours of mandatory in-service education as required.

General Expectations (All Employees Expectations)

1. In-services/meetings
 - a. Attend all mandatory staff meetings, departmental and interdepartmental in-services as required, unless excused by RN or HR.
 - b. Participate in resident care conferences and other facility meetings as required.
2. Infection Control
 - a. Demonstrate knowledge of infection control throughout the workplace.
 - b. Demonstrate and uses 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.
 - e. Ensure staff on shift is using infection control.
3. Safety
 - a. Knowledgeable of, observe and follow all safety rules and regulations of the facility.
 - b. Report injuries and accidents immediately to RN or HR.
 - c. Respond appropriately to safety hazards, fire drills, and emergency situations.

- d. Recognize and eliminates safety hazards and reports equipment that is not working properly to the HR department.
 - e. Follow established guidelines when using equipment, supplies and chemicals. Ensure staff is as well.
 - f. Uses good body mechanics and assistive devices when appropriate. Ensure staff is as well.
4. Dress Code
- a. Follow dress code appropriate to position per Grace Senior Services, Inc. policy. Ensure staff on shift is as well.
 - b. Wear nametag at all times and maintains excellent personal hygiene and grooming.
 - c. Cell phones are to be turned off and not carried on employee during working hours.
5. Smoking
- a. Follow Grace Senior Services, Inc. policy guidelines regarding smoking only in designated area.
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. Adhere to scheduling star system policy.
 - d. Report to work no later than the beginning of each shift.
 - e. Provide proper notice of tardiness and absences to supervisor in the manner prescribed by Grace Senior Services, Inc. policies and procedures.
 - f. Maintain a level of attendance that meets or exceeds the definition of satisfactory attendance illustrated in Grace Senior Services, Inc. employee policy.
8. Leads are expected to be an exemplary role model at following all Grace Senior Services, Inc., policies and assure that all other RCA's are as well. Any lead RCA who chooses not to follow policies set by Grace Senior Services, Inc., makes the choice themselves to give up their lead position.
9. Respect resident/resident rights and maintains strict confidentiality regarding residents and their protected personal information in accordance with HIPAA guidelines.
10. Aware of and adhere to the Resident/Resident Bill of Rights.
11. Able to give direction and see that carried through.
12. Able to take direction from licensed staff.
13. Understand and adhere to the abuse prohibition guidelines of the Vulnerable Adult Act, and is familiar with prescribed reporting guidelines and expectations.
14. Free of active, contagious diseases, i.e. tuberculosis, etc.
15. Receive a "not disqualified" criminal background result from the Minnesota Department of Human Services from providing direct care.
16. This is an awake position. (Days, PMs, Overnight Shifts)

This Job Description is not intended to be all-inclusive. The employee will also perform other reasonable related duties as assigned by the supervisor (RN/LPN) 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. By signing this job description, I understand I am an at will employee of Grace Senior Services, Inc.

Management reserves the right to change job responsibilities, expectations, and hours as needs prevail. This document is intended for management purposes 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