



Grace Senior Services, Inc.

Job Description

Department: Nursing

Position: Resident Care Attendant

Responsible to: RN, LPN and Human Resource Director

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. Complete laundry and housekeeping tasks. Deliver activity programming (large, small, individual) in accordance with calendar of events and resident needs. Positive interactions with family, visitors and other health care providers while implementing the plan of care for residents.

Qualifications

a. Education:

1. High School Diploma or equivalency preferred.
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. CPR, First Aid Certified helpful but not mandatory.

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.

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

d. Working knowledge of basic computer applications preferred.

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.

2. Assist with pericare after incontinence and rinse soiled linens.
3. Dress or assist with dressing and grooming, toileting and oral cares per assignment or if requested by resident.
4. Willing to work on weekends, holidays as required.
5. Apply or assist in the use of hearing aids, glasses and dentures for residents.
6. Assist in the resident's plan of care to help each resident reach and maintain their highest level of performance and independence.
7. Prepare meals as directed and requested, following special meal plans as instructed. Assist with meal set-up and feeding as necessary for each resident.
8. Aware and follow all dietary restrictions.
9. Provide passive range of motion as well as other exercise and activities to residents at scheduled times.
10. 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.
11. Change linens on bed, provide laundry services as directed for the resident.
12. Perform housekeeping tasks for resident's suites including: vacuuming, dusting, and bathroom (shower, sink, toilet, floors), following infection control protocols.
13. Perform light housekeeping duties in main living quarters including living room, dining room, tub and bathrooms.
14. Weigh resident at the request of the RN, LPN or lead, and in conjunction with the resident's care plan.
15. Assist with treatments as delegated by the RN, LPN or lead, and per individualized care plan.
16. Observe resident and report changes to RN, LPN or lead in physical and emotional condition such as change in attitude, loss of appetite, weight, etc.
17. Observe residents and document any behavior or mood changes. Any change in status report to RN, LPN or Lead.
18. Provides communication with resident and/or family as appropriate. Explain procedures to resident and/or family members.
19. Notify RN, LPN or lead of any resident concerns.
20. Provide care of body after death.
21. Respond appropriately to safety hazards, fire and other emergency situations.
22. Use safety precautions when in contact with chemicals.
23. Demonstrate and practice good hand washing technique.

24. Use transfer belts, correctly, for transferring residents.
25. 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 or LPN.
26. Demonstrate and perform proper body mechanics while repositioning bedfast residents, to prevent complication from immobility, pressure ulcers or for comfort.
27. Participate in surveys/inspection made by authorized government agencies.
28. Hourly position requiring two-weeks notice of intent to terminate employment.
29. Completes 12 hours of mandatory in-service education as required.
30. Adhere to policies & changes set in place by owners, management.

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 (as needed) 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.
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 (no later than 24 hrs.).
 - 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.
 - 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 maintains excellent personal hygiene and grooming.
5. Smoking
 - a. Follow Grace Senior Services, Inc. policy guidelines regarding smoking only in designated smoking 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. Cell Phones are not to be carried on a staff member when they are punched in. They are to be turned off or put on silent, left in your purse or out in your car.
 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. Understand and adhere to the abuse prohibition guidelines of the Vulnerable Adult Act, and is familiar with prescribed reporting guidelines and expectations.
 12. Free of active, contagious diseases, i.e. tuberculosis, etc.
 13. Receive a "not disqualified" criminal background result from the Minnesota Department of Human Services from providing direct care.
 14. This position is an awake position. (Days, PM's, 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 or other management personnel.

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.

Employment with Grace Senior Services, Inc. is at-will. This means that you may terminate your employment at any time. It also means that Grace Senior Services, Inc. can terminate your employment, at any time, with or without notice or cause.

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

Supervisor/Management, Title

Date