



Resident Assistant/ Certified Nurse Aide (CNA)

FLSA: Non-Exempt
Supervises: N/A

Reports to: Health Care Coordinator
Created/Revised: September 2018

Core Values:

<u>Philosophy</u>	<u>Integrity</u>	<u>Innovation</u>	<u>Compassion</u>	<u>Commitment</u>	<u>Expertise</u>
Always act with compassion and integrity – Red Carpet Treatment	Open and honest, can be trusted and accountable	Generate new ideas, think out of the box, embrace new ideas	Passion for what you do, caring and respectful.	Loyal, dedicated, committed to setting and attaining goals	Experienced, knowledgeable about our industry

Job Summary:

The Resident Assistant delivers Red Carpet Treatment by providing personal care and related services to residents in the Community according to documented, individualized service and care plans. He/she functions under the Health Care Coordinator. May be a Certified Nurse’s Aide but this is not required.

Essential Functions:

- Obtains vital signs, records and notifies the supervising nurse of deviations per Individual Service Plan (ISP).
- May provide assistance with the following:
 - Personal hygiene (bathing, grooming, hair care, shaving, skin care)
 - Change bed linens and make bed
 - Toileting and Incontinent Care
 - Nutritional and fluid intake
 - Dressing
 - Ambulation and transfers
 - Positioning
 - Other duties as assigned within scope of practice
- Follows the resident’s ISP as directed. Follows the daily task sheets developed for each resident.
- Communicates with the appropriate supervisor about changes in the resident’s status and/or the home situation
- Utilizes standard precautions and infection control procedures
- Follows written instructions and requests assistance and further instructions with new or unfamiliar situations.
- Prepares resident progress notes and submits this documentation in a timely manner
- Assists the resident in maintaining a safe and clean environment
- Exhibits a caring and respectful attitude toward the resident and the resident’s property
- Assist with activities and encourage resident engagement and participation
- Uphold confidentiality of residents and coworkers, HIPAA
- Attend Bi weekly in service meetings and mandatory trainings
- Adheres to all community and company policies
- Regular attendance as prescribed by the operating hours of the community with exceptions for allowed absences per policy
- Performs any other duties as assigned

Desired Skills and Experience:

- Experience assessing resident needs and developing approaches to reduce discomfort / enhance daily well-being.
- Have the professionalism necessary for establishing and maintaining a good rapport with resident and family members. Ability to handle emotionally charged situations in a professional manner.
- Have an interest in and a sympathetic attitude toward caring for the elderly.

- Have the ability to work within a multidisciplinary team setting.
- Calm, friendly demeanor
- Listening skills
- Public relations' skills
- Problem solving skills

Required Education and Experience:

- High school diploma or GED
- Current state Certified Nurse Aide License per state regulations is preferred
- Have a minimum of six months experience in a caregiving role, preferably with the elderly
- Must complete a minimum of 12 hours per year of in-service education.
- Agree to undergo supplemental training by Community personnel, as may be required by the Community.
- CPR Certified within first 90 days of employment

Qualifications:

The physical demands described below are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the Team Member is regularly required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; talk or hear and taste or smell. The Team Member is frequently required to stoop, kneel, crouch or crawl. The Team Member is occasionally required to sit; climb or balance. The Team Member must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.

Language Ability:

- Ability to use English to communicate effectively in writing and orally.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.

Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret graphs.

Cognitive Demands:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

- Ability to use Microsoft Office Programs.
- Ability to use the Internet and online programs.
- Ability to use Apple I-PAD.

Environmental Adaptability:

- Works primarily indoor in a climate controlled setting
- Possible exposure to unpleasant odors
- Possible exposure to chemicals as identified in the MSDS Manual
- Continuous exposure to clients and/or family members who may be under stress

CANCELLATION OF PREVIOUS AGREEMENTS

The employee and Senior Housing agree that this job description supersedes and cancels all previous position descriptions, schedules, and arrangements as of its effective date.

This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This job description also does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

NOTHING CONTAINED IN THIS JOB DESCRIPTION CREATES AN EMPLOYMENT CONTRACT OR IN ANY WAY ALTERS THE EMPLOYEE’S STATUS AS AN EMPLOYEE AT-WILL.

Acknowledgement:

Team Member’s Signature

Date

Direct Supervisor’s Signature

Date