

## **Resident Care Aide**

### **GENERAL JOB SUMMARY:**

The Resident Services Aide is responsible for providing personal care and non-personal care assistance to residents when there is a need and following the resident's personal service plan; assists residents so that independent living can be maintained for as long as is appropriate and possible; promotes independent living activities while giving assistance to a resident.

### **PRINCIPLE DUTIES:**

#### **ESSENTIAL JOB DUTIES:**

1. Takes vital signs as indicated;
2. Assists with showers/baths, assists with dressing and other personal care;
3. Assists with escorts to the dining room, hair salon, activities; etc;
4. Makes daily rounds to residents as required;
5. Keeps supervisor informed of the status of residents;
6. Responds promptly to all "Call for Aid" requests;
7. Assists in monitoring medication compliance;
8. Assists with meal service including table set-up, serving, tableside assistance, room trays, dining room cleaning, etc.
9. Assists with light housekeeping tasks such as bed changes, trash removal, etc.;
10. Properly transport and deliver soiled laundry to designated collection points;
11. Records accurate resident progress notes, condition change notes, and other documentation as directed by supervisor;
12. Completes all items listed on shift checklist;
13. Attends all inservice sessions as required;
14. Attends all staff meetings as required;
15. Performs other work duties and responsibilities as assigned by supervisor.

#### **OTHER DUTIES:**

1. Assist in maintaining a high level of customer service for our residents and their guests;
2. Maintain safe and sanitary conditions in all work areas;
3. Use all safety equipment and follow safety procedures according to policies;

4. Maintain acceptable standard of personal hygiene and comply with community's dress code;
5. Maintain standards of confidentiality and resident dignity at all times.

### **QUALIFICATIONS:**

1. Ability to understand and follow instructions in English and communicate effectively;
2. Ability to document notes clearly;
3. Ability to work in close cooperation with residents, guests, visitors, families, coworkers, and supervisor; requires courtesy, tact, and graciousness;
4. Ability to follow and maintain basic infection control procedures;
5. Ability to recognize and respond to emergency situations.
6. ***At least one year's experience***

### **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

1. Work indoors or outdoors (as required);
2. Able to walk long distances at a rapid pace;
3. Able to assist in the bathing and dressing of residents with disabilities;
4. Able to independently push a wheelchair with resident weighing up to 200 pounds;
5. Able to stand, turn, stoop, reach, bend, stretch, and balance up to 95% of work day in order to assist residents;
6. Able to move equipment and perform other related tasks using proper body mechanics;
7. Good visual and hearing acuity;
8. Good verbal communication skills;
9. May be exposed to communicable diseases, and blood and body fluids that may contain HIV and/or HBV;
10. May be exposed to cleaning chemicals and offensive odors.