

## **RESIDENT CARE ASSISTANT – THE WILLOWS FACILITIES**

Position Description

Non-Exempt

### **OVERALL OBJECTIVE OF JOB**

The primary function of this position is to assist in the provision of nursing care and related services for all residents under their assigned area and in compliance with all federal, state and local guidelines, standards and regulations which govern the facility, and, as directed by the charge supervisor so as to and/or Director of Resident Care Services ensure each resident's medical, psychosocial and spiritual needs and wishes are met effectively and efficiently on a continuum.

### **ESSENTIAL FUNCTIONS OF JOB**

#### **GENERAL**

1. Assists residents in all activities of daily living including, but not limited to: bathing, dressing, grooming, nutritional needs, transferring, ambulation, continence and oral hygiene.
2. Responds to all resident call bells, regardless of assignment.
3. Uses proper infection control techniques, including universal precautions, to prevent the spread of diseases.
4. Observes residents and reports changes of physical, psychosocial, spiritual and emotional conditions to the Charge Supervisor.
5. Maintains a safe work environment and exhibits safe work practices.
6. Adheres to, upholds and enforces all facility policies and procedures.
7. Completes documentation regarding care and services rendered and the resident's response or lack of response to the care/services rendered as directed by the Charge Supervisor.
8. Performs various cleaning duties, using appropriate sanitizing chemicals/solutions as indicated and as directed by the Charge Supervisor.

#### **ADMINISTRATIVE**

9. Attends all department meetings, educational programs, etc., as scheduled or directed.
10. Actively participates in various quality improvement initiatives.
11. Reports any supply/equipment needs, repairs, etc., to the Charge Supervisor and/or Executive Director.
12. Uses shift report to assess and organize their workday.
13. Adheres to, upholds and enforces all regulations and recommendations of the Department of Public Welfare.
13. Participates on various committees and with in-service training as directed.

## **OTHER DUTIES OF JOB**

1. Assumes all duties as directed.
2. Maintains a professional, customer-oriented demeanor at all times.
3. Works within a team concept and is thus cooperative with co-workers and peers.
4. Maintains confidentiality of information.
5. Represents the facility in a positive manner.

## **SUPERVISION RECEIVED**

Receives supervision from Director of Resident Care Services. Reports directly to Director of Resident Care Services.

## **EDUCATION/TRAINING**

1. High School diploma or G.E.D. equivalent.
2. Ability to read writes and speaks English.
3. Ability to follow oral and written direction.

## **PHYSICAL DEMANDS OF JOB**

1. Must meet the general health requirements set forth by the policies of the facility with a medical and physical examination.
2. Must possess sight and hearing senses or use prosthetics, which will enable these senses to function adequately so that the requirements of the position can be fully met.
3. Must be able to walk, sit for extended periods of time, bend, lift and carry up to fifty (50) pounds and occasionally push carts weighing up to one hundred (100) pounds.
4. Required to reach, handle and manipulate equipment frequently.
5. Moves intermittently throughout the workday.
6. Works in and around all areas of the facility.
7. Is subject to frequent interruptions and must then adjust schedule accordingly.
8. Is subject to falls, burns from equipment, reactions from smoke, disinfectants and other air contaminants.
9. May be subject to handling of and exposure to hazardous chemicals.
10. Is subject to exposure to infectious waste, blood and body fluids, diseases, conditions, etc., such as TB, AIDS, and Hepatitis B viruses.
11. May be subject to emotionally distraught residents, family members, visitors, personnel, etc. and must possess the ability to cope with the stresses of the environment.

I HAVE READ THE ABOVE POSITION DESCRIPTION ADDENDUM AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF RESIDENT CARE ASSISTANT AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

\_\_\_\_\_  
(Employee Signature )

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Manager Signature)

\_\_\_\_\_  
(Date)

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.