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| **Community:** | Garden Spot Village |
| **Department:** | Mt. View |
| **Reports to:** | Personal Care-->LPN Supervisor |
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| **Overview:** | Responsible for the direct care of Mountain View residents by providing assistance with activities of daily living. |
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**Essential Functions**

* Complies with established policies and procedures and maintains established standards and practices including the Compliance Program/Code of Conduct.
* Follows Residents’ Rights policies at all times.
* Treats all information about resident, their condition, and family as confidential.
* Treats all residents, families, visitors and peers with dignity and respect, in a cheerful and positive manner.
* Ensures residents’ privacy, respect, dignity and rights are protected as per State and Federal Regulations.
* Reports any unusual observations or conditions to the Med Tech or LPN on duty.
* Encourages residents to remain active and attends social functions and programs.
* Assists in the implementation of activity programs as needed.
* Assists in the personal care of the residents as needed. These duties may include: assistance with bathing & continence care, oral hygiene, hair grooming & shampooing, dressing, care of clothes, shaving & nail care, care of personal possessions, use of telephone, scheduling of appointments and reminders of those appointments, activities, ambulation, bed-making &, the weekly linen change.
* Assists with the admission of new resident tasks such as unpacking, orientation to the room and facility, schedule of activities, meal times, etc.
* Responds promptly to resident call bells.
* Assists at meal times with services as per departmental policy.
* Responsible to take and document vital signs: temperature, pulse, respirations, blood pressure, weight and accu checks.
* Attends department meetings, staff meetings and training programs.
* Practices safety to self and residents, reporting any unsafe conditions which may result in bodily injury of residents, to the Med Tech or LPN on duty .
* Makes continuous and frequent rounds to observe and check on residents’ comfort and safety.
* Ensures residents are charged appropriately for supplies and additional services.
* Assists in the training of peers.
* Participates in monthly fire drill procedures and assists in the prompt evacuation of residents.
* Performs other duties and responsibilities as assigned.

**Secondary Functions**

* Answers the telephone, determines the nature of the call and directs the caller to the appropriate individual.
* Performs light housekeeping tasks.

**Job Qualifications**

* High school diploma or equivalent.
* Previous experience in healthcare or related field preferable, but not essential.
* Current CPR and First Aid Certification (or willingness to obtain after hire).
* Diabetic Training (or willingness to obtain after hire).
* Commitment to customer service and teamwork.
* Understands and can identify with the philosophy and corporate values of Garden Spot Communities.

**Equipment to be Used**

* Must possess knowledge of faxing, use of a telephone, copier, security and fire systems.
* Must possess a full understanding of the Nurse Call System, and use of oxygen concentrators, wheelchairs, electronic Thermometers, scales, sphygmomanometers, stethoscopes, pulse oximeters and glucometers.
* Must be familiar with the use of the mechanical lift.

**Working Conditions**

* Must rotate shifts as needed and work weekends (Saturdays and Sundays) as well as holidays as scheduled.
* Is subject to work during emergency conditions (short staffing, severe weather, evacuation, post-disaster, etc.)
* May be asked to work overtime to ensure adequate staffing due to call offs.
* Subject to aggressive, hostile and emotionally upset residents.
* Subject to exposure to infectious waste, disease, including Tuberculosis, AIDS, and Hepatitis B viruses. (Universal precautions are to be followed at all times.)

This job description does not constitute a contract for employment.

I have read, understand, and will comply with this job description.

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Team Member Name (Please Print)

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Team Member Signature Date

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Department Supervisor Signature Date

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Human Resources Director Signature Date