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| **Community:** | Garden Spot Village |
| **Department:** | Meadow View Personal Care |
| **Reports to:** | Leadership--> Resilient Living Coordinator |
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| **Overview:** | The Resilient Living Aide position is responsible for the day-to-day operations of the household. The Aide guides residents as they develop a culture of home within each Household, encouraging residents’ resilience, to thrive in the face of significant life challenges. |
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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.
* Assists residents with resilient living. This may include personal laundry, normalcy of living, and reminders of various activities within households and on Town Square.
* Comes to work as scheduled and consistently demonstrates dependability and punctuality.
* Attends all in-services and training sessions relevant to the position.
* Assists Homemaking staff at meal times by setting tables and other meal time-related tasks.
* Provides oversight to other departments that may have job duties within the Household, i.e., Facility Services and Laundry.
* Creates the schedules of the team members they supervise to ensure that the Household has adequate coverage, ensuring coverage of care and services that residents require.
* Participates in the coaching program as a coach.
* Works closely with the Clinical Care Coordinator (CCC) for the Household.
* Coordinates the admissions and discharges to and from the Household. This includes welcoming and orienting all new residents and their families to the Household, and assisting with move-ins, transfers and discharges. Also assists the CCC with any changes in the Household.
* Participates in Care Plan meetings ensuring that residents’ needs are being met; provides monitoring of changes to daily pleasures.
* Participates in ongoing training and in-service sessions.
* Performs daily Household rounds, and participates in daily stand up meetings whenever possible.
* Ensures that the residents in the Household have opportunities to participate in circles, activities and special events of their choosing.
* Facilitates and influences the mood and tone of the Household, encouraging residents and Household team members to be contributing members of the Household.
* Ensures that the Household is properly staffed, providing the Director with openings and assists with interviewing, hiring and training of new team members.
* Manages the Household budget, providing information to the Director on the needs of the Household; manages the monthly expenses.
* Communicates events and activities with family members.

**Essential Functions (Cont.)**

* Has a working knowledge of regulatory requirements, forms and information required during licensure surveys and information that must be maintained on a monthly basis for reporting.
* Meets regularly with the Resilient Living Coordinator.
* Problem solves when concerns arise and ensures that complaints and concerns are handled in a timely manner; keeps Resilient Living Coordinator or Director aware of issues, to provide support and assistance.
* Responsible to provide activities for residents in their Household; conducts programs, visits and activities geared to the interest and abilities of the residents.
* Performs other duties and responsibilities as assigned.

**Job Qualifications**

* Must be 18 and have either a high school diploma or equivalent.
* Must be able to use a computer.
* Must have creativity, resourcefulness and imagination.
* Must have excellent customer service skills, patience, tact, cheerfulness and enthusiasm.
* Should be Servsafe certified (willing to train).
* Must be willing to assist in the Households as needed.
* Ability to understand and follow oral and printed instructions.
* Must be efficient and organized, with a good sense of responsibility and a high degree of personal hygiene and cleanliness.
* Must treat residents with kindness, cheerfulness and respect.

**Equipment to be Used**

* Coffee and tea maker, induction, oven, stove, grill, microwave, toaster, dishwasher.
* Mixer, food processor, and garbage disposal.
* Vacuum cleaner, wet mop, bucket and wringer, housekeeping cart.
* Computer systems and programs to include the iN2l, activity and resilient living technology, and remote patient monitoring system.

**Working Conditions**

* Must work scheduled holidays.
* Must work scheduled weekends.
* Must understand the needs of the residents and take responsibility to get to work in inclement weather situations.
* Is subject to exposure to infectious waste, disease, including Influenza, TB, HIV, Hepatitis B & C viruses, and Corona viruses.

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