|  |  |
| --- | --- |
| **Community:** | Garden Spot Village |
| **Department:** | Meadow View Personal Care |
| **Reports to:** | Personal Care-->LPN Supervisor |
|  |  |
| **Overview:** | This position is responsible for the direct care of Meadow View residents by providing assistance with activities of daily living. The Resident Assistant guides residents as they develop a culture of home within each Household, encouraging residents’ resilience, to thrive in the face of significant life challenges. |
|  |  |

**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.
* 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.
* Treats all information about residents, their condition and family as confidential.
* Assists the residents in a manner conducive to their safety, comfort and independence level.
* Assists with the admission of new residents in tasks such as unpacking, the orientation to his/her room and the facility, schedule of activities, meal times, etc.
* Responds promptly to resident calls.
* Assists at meal times with services as per departmental policy as needed.
* Responsible to take and document resident vital signs accordingly, i.e., temperature, pulse, respiration, blood pressure, and weight.
* Keeps knowledge base current by continuing education, including VDT (Virtual Dementia Tour) and continuing dementia training.
* Practices safety to self and residents, reporting any unsafe conditions which may result in bodily injury to residents.
* Checks on residents’ comfort and safety.
* Ensures residents are charged appropriately for supplies and additional services.
* Assist in training of peers as needed.
* Participates in monthly fire drill procedures and assists in prompt evacuation of residents.
* Comes to work as scheduled and consistently demonstrates dependability and punctuality.
* Attends all in-services and training sessions relevant to the position.
* Performs other duties and responsibilities as assigned.

**Secondary Functions**

* Answers the telephone, determines the nature of a call, and directs the caller to the appropriate individual.
* Performs light housekeeping tasks; assists with activities and homemaking as needed.

**Job Qualifications**

* Must be 18 and have either a high school diploma or equivalent.
* Previous experience in health care or related field preferable, but not essential.
* Current CPR and First Aid certifications (or willingness to obtain after hire).
* Willingness to cross train in various areas.
* Commitment to customer service and teamwork.
* Must treat all residents, families, visitors and peers with dignity and respect, in a cheerful and positive manner.

**Equipment to be Used**

* Must be familiar with the use of the Mechanical Lift, computer systems and programs to include iN2l, activity and resilient living technology, and remote patient monitoring system.
* Familiarity with other equipment may include fax, telephone, copier, security and fire systems, oxygen concentrators, wheelchairs, electronic thermometers, scales, sphygmomanometers, stethoscope, pulse oximeter and glucometer.

**Working Conditions**

* Is subject to work during emergency conditions (e.g., short staffing, severe weather, evacuation, post-disaster, etc.)
* Is scheduled every other weekend and holiday with flexibility for other shifts.
* Is solely responsible for his/her work schedule **and** finding coverage if unable to work an assigned shift.
* Must understand the needs of the residents.
* Opportunities will be presented where you are able to utilize your dementia training to assist residents with behavior 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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Member Name (Please Print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Member Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Supervisor Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources Director Signature Date