

Job Description

Resident Assistant

Page 1

Reports to: Resident Care Director

Date Prepared: 10/7/2008

FLSA Status: Non-exempt

Revision Date: 10/7/2008

Position Supervises: N/A

Basic Purpose of Position: Provide direct care assistance to the resident in a manner that meets or exceeds Community expectations; these responsibilities include being familiar with and prepared to fulfill responsibilities as outlined in the following position descriptions:

- Care Assistant to Residents
- Laundry / Housekeeper
- Dishwasher / Kitchen Helper
- Bus Person

Duties and Responsibilities:

- Provide assistance (or reminders) with activities of daily living such as grooming, oral hygiene, bath / shower, hair cleaning and brushing, transferring and getting to and from activities and meals as needed
- Provide assistance with resident's personal environment, (e.g., clothing, linen, and personal belongings)
- Assist in meal preparation / presentation and serving to residents, as well as other dining related responsibilities. Record and report changes in resident's eating habits to the supervisor.
- Maintain a clean, safe, and orderly environment for the residents. Perform general housekeeping following cleaning schedules for resident laundry, bedrooms, dining area, living space, bathrooms, kitchen, etc.
- Communicate compassionately and professionally with staff, residents and families
- Follow directions (written and verbal)
- Initiate and participate in leisure activities provided for residents. Encourage residents to socialize and participate in planned activities or programs and to develop friendships with other residents.
- Follow proper procedures in emergency situations and respond promptly and positively to resident requests for assistance – including emergency pull cords, telephone calls and requests from family and friends.
- Correct environmental hazards in appropriate and safe manner;
- Maintain residents' records daily in a timely manner and in accordance with company policy and procedures. This includes documentation related to: medication distribution; leisure activities; incidents and observations; chart any changes in resident's physical condition and/or behavior; visitors; etc. Observe and document the health and emotional condition of each resident and promptly report all changes to the supervisor.
- Perform work assignments and attend required in-service training;
- Comply with all Resident Rights;
- Observe universal precautions and infection control procedures;
- Report concerns and problems to supervisor;
- Demonstrate interest in improving skills;
- Able to work well under pressure;

Job Description

Resident Assistant

Page 2

- Demonstrate positive attitude and ability to work well with all people, particularly the elderly;
- Promote positive work environment that emphasizes teamwork and open communication;
- Maintain resident confidentiality;
- Be familiar with Colonnade Policies & Procedures manual;
- Be familiar with Colonnade Employee Handbook; and
- Other duties as assigned.

Qualifications

This position requires a high school diploma or equivalent certificate and competent history in a similar facility. Employee must possess a valid First Aid card. In accordance with state regulations, may need to possess current CPR, certified nursing assistant certification, state certification, examination and/or skills evaluation and must follow regulations for continuing education requirements to maintain license(s). Able to speak, read and understand the English language fluently.

Physical Demands:

In order to successfully perform the various duties of this job, the associate must frequently be able to stand, stoop and bend; regularly must lift up to 20 pounds and push up to 40 pounds, is regularly required to talk and hear, sit, use hands to finger, handle or feel objects, tools or controls and reach with hands and arms. Specific vision abilities required for this job include close vision, depth perception and the ability to adjust focus.

Physical demands described here are representative of those that must be met by every associate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Print Associate Name	
_____	_____
Associate Signature	Date
_____	_____
Supervisor/Manager	Date