



## JOB DESCRIPTION

<b>Job Title:</b>	Care Partner	<b>FLSA Status:</b>	Non-Exempt
<b>Reports to:</b>	Wellness Director	<b>Revision Date:</b>	1/31/2019
<b>OSHA Classification:</b>	II: Potential for exposure to blood borne pathogen	<b>Physical Requirements:</b>	Medium Work – Ability to exert 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to lift, carry, push, pull, or otherwise move objects
<b>Employee Name:</b>			
<b>Date of Hire:</b>			
<b>Job Description</b>			
<p><b>POSITION OVERVIEW</b></p> <p>Guided by goodness, loyalty, faith, and fun; the Care Partner provides resident care under the supervision of wellness services personnel. The role is to assist the resident holistically, to be the best they can be physically, mentally, emotionally, and spiritually as directed and requested by the resident, and guided by the growth and wellness plan created by the resident, family, and care team.</p>			
<p><b>ESSENTIAL JOB FUNCTIONS</b></p> <p><i>Customer Service</i></p> <ul style="list-style-type: none"> <li>• Provide excellent customer service to internal and external customers</li> <li>• Perform job duties for residents and with team members in a courteous, caring, and professional manner</li> <li>• Take initiative to ensure resident growth and wellness goals, and satisfaction is a priority</li> <li>• Meet and greet visitors in a friendly, helpful manner (Visitors include anyone who visits the community; specifically, current residents’ families and friends, prospective residents and their families, referral sources, vendors and regulators)</li> <li>• Answer phones appropriately, according to company and community standards</li> <li>• Communicate professionally and cooperate with supervisor and all community personnel Reinforce creating a customer experience of the highest quality</li> <li>• Model the Compass Senior Living Leadership Values</li> </ul> <p><i>Resident Rights</i></p> <ul style="list-style-type: none"> <li>• Ensure compliance and understanding of all regulations regarding residents’ rights</li> </ul> <p><i>Resident Care</i></p> <ul style="list-style-type: none"> <li>• Assist residents with activities of daily living, including bathing, dressing, grooming, toileting, changing of bed linens, positioning, transfer, mobility, and incontinence care</li> <li>• Read, document, and update the Residents’ Growth and Wellness Plans</li> </ul>			



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- Keep proper records of care
- Report observations to Wellness Director
- Immediately report any changes in resident's condition to the supervisor
- Vital sign monitoring will be performed as needed by personnel with current license/qualification (as required by state regulations)
- Medication Assistance
- May assist with and document medications, following accepted practices, and in accordance with State regulations under the supervision of the Wellness Director

### *Dining Services*

- Focus on customer service to residents in dining services
- Work as a team with dining services to assist in:
  - Setting up serving carts for each meal
  - Serving meals to residents' tables according to Compass Senior Living procedures
  - Bussing tables and preparing dishes for washing
  - Cleaning dining room, including wiping tables and chairs
  - Setting tables for the next meal
  - Delivering trays to resident apartments as needed
- Understand and follow dining services safety and infection control policies and procedures

### *Safety and Sanitation*

- Monitor the phone, front door, call and alarm systems
- Understand and follow safety and infection control policies and procedures
- Respond to emergency call signals promptly
- Report incidents and completes appropriate paperwork

### *Laundry & Cleaning*

- Collect, laundry, and distribute linens, garments, etc. in accordance with Community procedures
- Help to properly maintain all equipment, ensure work areas are clean and safe, and ensure policies covering infection control, health and safety, etc. are strictly followed
- Assist in cleaning resident rooms, dining areas, public areas

### *Training*

- Attend all required in-service trainings

## QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Successfully complete training as required by state regulations
- Ability to read, write and speak English
- Obtain Food Handlers Permit (as required by state regulations)
- Must be able to communicate effectively with residents, families, staff, vendors and the general public
- Must meet all health requirements, including TB
- Must be able to perform duties and responsibilities (Essential Job Functions) with or without reasonable accommodation



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- Must pass criminal background check
- Must have compassion for and desire to work with the elderly

**OTHER SKILLS AND REQUIREMENTS**

- This position is hourly
- Promote and encourage residents to participate in activities
- Follow & communicate company policies and procedures

**ADDITIONAL NOTES**

This job description is not intended to be all inclusive. Employee may perform other related or similar tasks to meet the ongoing needs of the community. All duties and responsibilities listed are considered to be essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. This job description does not constitute an employment agreement between the employer and the employee. It is subject to change by the employer as the needs of the business and requirement of the job change.

**I have read and understand the above job description. By signing below I certify that I meet the minimum requirements and physical demands of the job.**

Signature:		Date:	
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***This community does not unlawfully discriminate against any person on the basis of race, color, national origin, disability, or age in admission, treatment, or participation in its programs, services and activities, or in employment.***