

Resident Caregiver

Job Title: Resident Caregiver & Resident Caregiver, CNA

FLSA Status: Non-Exempt

Department: Wellness

Prepared Date: August 2015

Reports To: Executive Director

Summary: Assists nurses by performing various basic care activities related to services essential to caring for the personal needs and comfort of resident.

Core Values:

Our team members demonstrate the core values of the community every day.

- **Safety – We work safely for ourselves and our residents.**
 - Performs work in a safe manner at all times. Avoids shortcuts that increase health and safety risks to self or others.
- **Residents – Our residents are the priority**
 - Shows interest in, anticipates, and responds timely to resident's needs.
- **Communication – We are open and honest with our communication**
 - Avoids confrontational approaches and keeps the communication positive.
- **Integrity – We do the right thing, every time.**
 - Respects and maintains confidentiality; tells the truth and is honest in all dealings.
- **Respect – We genuinely care for others. We respect every person and every role.**
 - Maintains an open, approachable manner, and treats others fairly and respectfully
- **Empowerment – We enable our residents and team members to make decisions.**
 - Balances analysis, knowledge, experience, and perspective when making decisions.
- **Accountability- We take responsibility for ourselves and our results**
 - Shows up to work on time, and follows instructions, policies, and procedures.

Essential Duties and Responsibilities:

- Observes residents' mental, physical or emotional status and reports any changes.
- Follows service plans by reviewing current status of daily reports, attending meetings and reading service plans.
- Provides routine updates and reports to supervisor after every shift.
- Responds promptly and appropriately to emergency situations.
- Obtains and records residents' vital signs and weight.
- Under direction of the nurse applies compresses, ice bags, hot water bottles.
- Observes residents and reports adverse reactions to medication or treatment to medical personnel in charge.
- Collects samples, such as urine, blood, and sputum, from residents for testing. Prepares or examines food trays for prescribed diet and feeds residents.
- Records food intake as required.
- Bathes, dresses, and assists residents in walking, transferring, and turning.
- Cleans rooms, makes beds, and answers residents' calls.
- Responds to resident inquiries And directs inquiries to the appropriate person.
- Practices basic infection control with linens, trash removal, resident changes and handwashing.
- Assists with meal service and light housekeeping as required.

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- Maintains working knowledge of fire and disaster plans, acts accordingly in situations.
- Attends all in services or monthly staff meetings. May complete training online as directed.
- Assists with resident activities as needed.
- Maintains working knowledge of resident rights.
- Reports unethical, dishonest or illegal behavior.
- Other duties as assigned.

Supervisory Responsibilities: This position does not have supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Must meet all state health requirements including T.B. and must be able to pass states perspective background clearance

Education/Experience: High School graduate or general education degree (GED) and six months work related experience or training.

Certificates and Licenses: May have a current certification or eligibility for certification through testing as a Certified Nursing Assistant as required by state regulations. Certification must be specific to the state of workplace.

Language Skills: Ability to read and comprehend simple instruction, short correspondence, and memos. Ability to effectively present information in one on one and small group situations.

Math Skills: Ability to add and subtract two digit numbers and multiply and divide with 10s and 100s. Ability to perform these operations using units of American money and weight measurements, volume, and distance.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

State Requirements: Must meet minimum state qualifications as outlined in the regulations.

Physical Demands and Work Environment: The physical demands and work environment described below represent the activities and surroundings of the positions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform the job, the employee is frequently required to talk and hear on the telephone and in person with individuals and groups. The incumbent will lift up to 100 lbs. The incumbent is required to read and respond to documents in hard copy and electronic form. Requires the full range of body motion including handling residents. Manual and finger dexterity and eye-hand coordination required.

Work Environment: The noise level in the work environment is usually moderate, consisting of usual senior care facility sounds including but not limited to computers, printers, telephones, light foot traffic and background conversation.

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This job description is intended to describe the general nature and level of work being performed by most people assigned to this job. However, it is not an exhaustive list of all duties and responsibilities and requirements.

If you need clarification on any items outlined in this job description, please bring it to the attention of your direct supervisor. Your signature confirms you understand and are willing to perform the duties of this job description as outlined above.

Team Member Print Name

Team Member Signature Date