



NEW Health Programs Association

Title: Resident Care Assistant

Department: ALF

Supervisor: Assisted Living Administrator

FLSA Status: Non-exempt

Purpose of Job:

The Resident Care Assistant is responsible for assisting elderly people who are functionally, physically and/or socially impaired and need 24-hour oversight. The Assistant's role is to foster independence and freedom of choice while providing assistance with daily living tasks in a home-like environment.

Essential Duties and Responsibilities:

- Assist residents with activities of daily living: dressing, bathing, personal hygiene, monitoring of safe transfer and ambulation, eating, toileting, positioning, self-medication, and meal preparation.
- Assistance with instrumental activities of daily living: telephone assistance, personal laundry assistance.
- Health maintenance and monitoring of residents: observes and reports changes in resident's physical condition. Performs monthly wellness checks. Documents incidents per policies and procedures.
- Medication assistance as outlined in MAR and through nurse delegation.
- Dining: as assigned, provide meal preparation adhering to all State guidelines for safe and sanitary practices in the kitchen facility. Assist in tasks related to dining, escort, set up and cleaning, serving meals, and bussing tables. Maintain snack bar and coffee bistro.
- Housekeeping: as assigned, provides housekeeping services on a weekly and as-needed basis to residents. Performs common area cleaning as requested by supervisor. Identifies and reports potential maintenance issues to administrator.
- Activity Program: participates as assigned with resident activity programs, including transportation of residents. Coordinate supplies and food items needed with administrator approval.
- Faxes pharmacy for refills and new Rx's
- Communicates updates to family.
- Works with administrator/staff to meet resident's needs.
- Communicates the resident's status accurately in verbal and written reports to administration and/or other allied services, while adhering to confidentiality standards. Also, updates family as needed.
- Maintains all certifications required for employment.
- Demonstrates ability to think, act and intervene independently in both routine and emergency situations. Able to function as an "in charge person".
- Demonstrates safe and proper techniques for chemical/cleaning solution use and stocking of housekeeping cart.
- Keeps up to date on fire and evacuation procedures.
- Adheres to agency safety, infection control and hazardous waste policies.
- Identifies and reports any equipment or hazardous material that could contribute to an unsafe working environment.
- Responds to and acts appropriately in emergency or disaster situations.
- Works collaboratively with peers and other team members.
- Must be able to relate to residents and staff in a courteous and diplomatic manner under all circumstances.
- Coordinate Dr. appts and transportation needs.
- Conducts resident safety checks and rounds.
- Assists in training new staff.

- Documents interactions, appointments and situations that arise with residents in service notes. This is a vital piece to catching health issues ensuring there is continuity of care and that services are being provided.
- Keep updated on resident condition and needs by reading service notes when starting every shift.
- Completes CEU's (online education) as assigned by administrator.
- Performs other duties as assigned.

Qualifications:

Education/Experience: High School diploma or GED required. Nursing Assistant Certification or Certified Home Care Aid required; WA State Food and Beverage Service Worker's Permit required; CPR/First Aid/AED Certification required. One year experience working with the elderly required. Nurse Delegation certificate required.

Skills: Fundamentals of caregiving for the elderly. Demonstrates safe performance of assigned Resident Care Assistant procedures that reflect the philosophy, purpose and standards of N.E. Washington Health Programs. Effectively work as a "Universal Employee" to ensure all services are coordinated and provided effectively and in compliance with agency and federal standards. Within 120 days of hire, must be certified in the following: Dementia Specialty Training, Mental Health Specialty and DDD Specialty Training. Must have negative TB test.

Physical Demands:

RCAs are required to walk and be mobile over 2/3rds of the time. Kneeling, crawling, climbing or balancing occurs less than 1/3rd of the time; while standing, stooping, sitting, twisting, reaching or grasping occurs up to a 1/3rd of the day. Communicating by talking/ hearing occurs over 2/3rd of the day. Amount of time spent lifting or exerting force is less than 25% for up to 60lbs. Amount of time spent pushing or pulling occurs 2/3rds of the time, up to 100lbs. Crouching and turning/pivoting occurs 2/3rds of the day.

I have read and understand the above job description.

Employee Signature: _____ Date: _____

Print Name: _____