

**Chelsea Senior Living
POLICY AND PROCEDURES**

JOB DESCRIPTION

JOB TITLE: RESIDENT ATTENDANT

SHIFT: DAYS, EVENINGS and NIGHTS

REPORTS TO: HEALTH SERVICES DIRECTOR

GENERAL MISSION OF EACH EMPLOYEE:

Work as a team member with other staff members to consistently maintain a kind, caring and respectful attitude toward residents, residents' families, guests and fellow staff. Be sensitive to the special needs of seniors and demonstrate a genuine caring attitude. Encourage residents' maximum independence, promote residents' freedom of choice and individuality and respect the privacy of all residents.

All shifts and job responsibilities may be subject to flexible schedules to accommodate the needs of the residence on an as-needed basis. This includes the rotational coverage of weekends, holidays and emergencies when the resident care needs dictate staff schedules and duties. Under unusual circumstances employees may be required to directly assist with the provision of care and service to the residents, including, but not limited to, transportation, activities and other non-skilled, non-technical services. All staff members must attend in-service educational sessions and other knowledge, skills and competency developmental opportunities as required.

All staff members are asked to speak only English in all resident and family areas unless interpreting for a resident or family. All staff members will knock first before entering a resident's apartment, unless in an emergency situation. All staff members will consistently apply Universal Precautions and follow all applicable safety standards in the residence.

SUMMARY:

Provides assistance to residents who wish or need help with ADLs in a discreet and private manner. Provides assistance to residents with transportation, medication reminders and light housekeeping. Resident Attendant is classified as the "universal worker".

DUTIES AND RESPONSIBILITIES:

- Assists with all activities of daily living as requested or needed by residents as outlined in individual service plans including, but not limited to, bathing, dressing, toileting, oral hygiene and nail care.
- Engages residents in meaningful activities in order to enhance their quality of life.
- Reminds and/or assists with self-administration of medication.
- Answers resident pages/calls in the appropriate time frame.
- Reports and/or records all pertinent medical or social changes that are observed to the Health Services Director.
- Assist the residents at mealtime. In the Country Cottage/ Memory Care assist and serve residents at mealtime. Responsible for set up and clean up of dining area.
- Maintains confidentiality of all residents at all times.
- Performs/assists with laundry service.

- Performs and participates in activities and stays with large groups to ensure safety at all times.
- In the absence of housekeeping may be required to perform housekeeping functions.
- Work as a team player.
- Performs daily housekeeping including making of bed, straightening up and removal of trash in residents' apartments as requested.
- Transports the residents within the residence to activities and meals as needed; ensures safety of all residents; applies assistive devices and/or any other appliances as directed.
- Other duties as assigned.

QUALIFICATIONS:

The qualifications listed below are representative of the knowledge, skills and/or abilities required performing the job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education/Experience: Nurses aide training course approved by the applicable Department of Health and Senior Services and passing grade on the Aide Certification Examination or homemaker-Home Health Aide training course approved by the applicable state Board of Nursing and certification by the Board or equivalent training program approved by the applicable state Department of Health and Senior Services. Non certified personnel may be hired for specific tasks.
- Completion of annual in-service requirements.
- Language Skills: Able to read, write, understand and communicate effectively in English and perform responsibilities. Able to respond to inquiries from residents, residents' families, other employees and regulatory agencies. Able to provide redirection for confused or distressed residents.
- Reasoning Ability: Able to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Physical Demands: Must be in good physical condition and able to move freely throughout the residence; must be able to crawl, reach, bend, stretch, stoop, kneel or crouch; must be able to lift a minimum of 50 pounds; must be able to stand for long periods of time. Must be able to hear call bells, cries for help, detect odors, and see in order to detect changes in the residents.
- Must have current CPR and First Aide certification.

WORK ENVIRONMENT:

The noise level in the work place is usually moderate. Employee may occasionally be exposed to infectious diseases. Reasonable accommodations may be made to enable to individuals with disabilities to perform the essential functions of this position.

Employee's Signature: _____

Date: _____