

**POSITION: RESIDENT ASSISTANT – CERTIFIED PERSONAL CARE  
(CNA-HHA-NA)**

**REPORTS TO: RESIDENT SERVICES COORDINATOR / CARE COORDINATOR**

### **JOB SUMMARY**

This position requires that you accept the responsibility for the total care of each resident in your Resident Group for all activities of daily living. You will be accountable to monitor the activities and behavior for all residents in your Resident Group so that the services, care and treatments of each resident are appropriate and delivered in a continuous, predictable and efficient manner to them.

You must coordinate and communicate with all other team members in maintaining a holistic perspective of service and care for each resident. Also actively engage yourself in reinforcing, introducing and implementing activities that maximize each residents identity, abilities and interests that are in your Resident Group.

### **JOB DESCRIPTION**

1. Personally get to know all residents in your Resident Group by communicating with other team members and departments, reviewing appropriate resident records, and direct conversation with residents.
2. Orient each new resident in your Resident Group to their new living environment, to you as assistant, to other team members and to all other residents.
3. Follow and actively participate in all resident orientation practices and procedures which have been and will continually be developed to ease the disorientation, confusion, and withdrawal, for each new resident. Remain as closely involved as possible in all activities and therapies of your residents to ease their anxiety while they become accustomed to their new and unfamiliar living environment.
4. Explain the amenities, routines and expectations of the community and discuss their unique needs and preferences with them as often as necessary to ease their transition. A successful orientation can take up to 6 weeks to complete.
5. Coordinate, implement, and provide and accurately document all components of personal care described in the Resident Handbook and Care Plan and all activities of daily living to each resident as required.
6. Continually assess each resident's ability to perform basic daily living (ADL) skills, life management and social skills. Communicate observations and refer potential difficulties or opportunities for resident improvement to the appropriate team members (team leaders, supervisors, and manager).

7. Use care planning meetings to identify and confirm recommended actions that develop and reinforce residents full potential to live independently and age in place. Work individually on a consistent basis each day with each resident in your Resident Group to expand the number of activities of daily living the resident performs to himself/herself. Encourage and motivate each resident in your Resident Group to do as much for themselves as possible but take time, if necessary to assist when required.
8. Be actively involved in activities that will assist the resident in adapting to their new and changing environment. Create and or follow programs and ideas that will stimulate and maximize the unique interests and attributes for each resident in your Resident Group. All judgment and interaction should be based on an in depth knowledge of the residents likes, dislikes, beliefs, and interests.
9. Plan your daily work schedule in a way that will maximize time for personal individualized interaction with each resident in your Resident Group. Use the time when providing service to encourage participation in individual and group activities so as to develop improved future ADL skills.
10. Be informed of the importance of activities and involved in the implementation of activities as frequently as possible. Select, develop and lead on a scheduled or informal basis resident special interest groups that bring together resident with similar interests.
11. Ensure that no resident in you Resident Group is isolated or goes without some type of outside stimulation by providing, if necessary individualized activities in their apartment.
12. Record and retrieve from resident notes all pertinent information regarding effective methods used in effecting communication with, motivation of and assistance to each resident in your Resident Group.
13. Request additional guidance, training and support as necessary to make your work with each resident reach their full potential for safe, healthy and meaningful lifestyle and the Community.
14. Participate in all required training, orientation, meetings and programs offered by employer.
15. Promptly discuss and resolve any potential service or care coordination problems with all involved team members and team leaders.
16. Present a professional demeanor that communicates to current and prospective residents the corporate philosophy of service, goodwill, and genuine interest in the resident's unique needs.
17. Conduct yourself and your business at all times so as not to detract from or reflect adversely on the reputation of the property. Handle all resident concerns and complaints with finesse and in a caring, polite, and professional manner.

18. Communicate and channel to supervisor, all resident, personnel, and other matters and information, which could concern or be in any way beneficial to employer.
19. While on duty, diligently and conscientiously devote your full and exclusive time and attention, your best skills and efforts, to the discharge of your duties.
20. Promote a thorough and continuous understanding among all employees of the importance of the food services department to the quality of life for all residents and prospective residents.
21. Perform such other tasks as may be required from time to time by the management of the property.

### **MINIMUM REQUIREMENTS**

- A continuous and consistent demonstrated interest in and knowledge about the elderly and their needs and the competency to meet those needs on a consistent basis.
- An interest in and willingness to learn and a demonstrated initiative in developing skills in caring for the elderly consistent with the philosophy and policies of the Community. Also must be at least 18 years of age.

### **EDUCATIONAL/PROFESSIONAL/PERSONAL QUALIFICATIONS**

1. Skin test and/or x-ray for TB.
2. Current CPR and First Aid card or show evidence of current enrollment in such training.
3. Current AIDS Training certificate.
4. Current food handler's health card.
5. Bloodborne Pathogens Training

*The above qualifications must be required within 30 days of hire and are mandatory regulations per community licensure.*

6. Must successfully complete orientation skill list within 60 days from hire date to continue employment.
7. Must provide and cooperation team player with peers and superiors.

### **PHYSICAL, SENSORY, AND MENTAL REQUIREMENTS**

#### **Primary Physical Requirements:**

1. Lift up to 10 lbs: Frequently required to lift medical charts, supplies, and residents' personal items, i.e. clothing and food items.
2. Lift 11 to 25 lbs: Frequently may be required when lifting soiled bed linens.
3. Lift 26 to 50 lbs: Frequently required when assisting and ambulatory resident in bathing or dressing.
4. Lift over 50 lbs: Frequently required when transferring a non-ambulatory resident weighing between 100 and 160 pounds. Two aids are typically utilized when resident is usually heavy or combative.
5. Carry up to 10 lbs: Occasionally required to lift medical charts, supplies, and residents' personal items i.e., clothing and food items.
6. Carry 11 to 25 lbs: Frequently may be required when lifting soiled bed linens and carrying to the laundry area and carrying clean linen to the room.
7. Carry 26 to 50 lbs: Occasionally to frequently required when assisting an ambulatory resident in bathing or dressing.
8. Carry over 50 lbs: Occasionally to frequently required when transferring a non-ambulatory resident weighing between 100 and 160 pounds. Two aids are typically utilized when resident is usually heavy or combative.
9. Reach above shoulder height: Occasionally occurs when reaching for medical records, supplies, and linens located on shelves.
10. Reach at shoulder height: Frequently may occur when assisting in eating, when changing bed linens, when taking vital signs, and when assisting in grooming.
11. Reach below shoulder height: Occasionally occurs while assisting residents with pericare, bathing, wheelchair positioning and catheter placement.
12. Push/Pull: Frequently required to push a laundry cart or food cart or resident in wheelchair; which rolls easily across tile or carpeted floor.

### **Hand Manipulation:**

1. Grasping: Frequently grasping while transferring resident.
2. Handling: Constantly handling residents' personal items, blood pressure gauge, thermometer, other equipment noted and eating utensils.
3. Torquing: Not required.

4. Fingering: Occasionally occurs while documenting residents' medical charts.
5. Control and Equipment: Blood pressure gauge, thermometer, etc, as noted.

**Other Physical Considerations:**

1. Twisting: Occasionally may occur while transferring resident.
2. Bending: Frequently occurs while taking vital signs, assisting residents in bathing, providing peri-care, making beds, etc.
3. Squatting: Occasionally may occur while bathing resident: also required when putting on shoes and socks of residents, when adjusting resident in a wheelchair; when adjusting the bed and also when making eye-to-eye contact while talking if resident is in a wheelchair.
4. Kneeling: Occasionally may occur while bathing resident.
5. Crouching: Required when putting on shoes and socks of residents, and also when making eye-to-eye contact while talking if resident is in a wheelchair.
6. Climbing: Not required.
7. Balancing: Not required.

During an 8-hour day, employee is required to:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1	2
Stand	3	4
Walk	3	4

**Work surface:**

Varies from carpeting, linoleum, and tile. When seated, typically an office-type chair.

**COGNITIVE AND SENSORY REQUIREMENTS**

1. Talking: Necessary for communicating with residents and other aids. Must be able to speak English fluently.

2. Hearing: Necessary for taking instructions from charge nurse and request of residents and taking blood pressure. Must be able to understand English fluently
3. Sight: Necessary for doing job correctly and effectively. Must be able to write and read English fluently.
4. Tasting and Smelling: Smelling is required for accurate maintenance and detection of wounds, urinary tract problems, etc.

### **SPECIFIC VOCATIONAL PREPARATION REQUIREMENTS**

Over 30 days up to and including 4 months.

### **OTHER TRAINING, SKILLS, AND EXPERIENCE REQUIREMENTS**

Requires 3+ weeks of CNA class training as a prerequisite, 7 hours of Aids education, CPR, Bloodborne Pathogen training, Universal Precautions training and food handler's card.

### **SUMMARY OF OCCUPATIONAL EXPOSURES**

Bloodborne Pathogens:

Tasks and procedures performed by employee involve risks classified by CDC as:

1. Category I (Direct contact with blood or other bodily fluids to which universal precautions apply).
2. Category II (Activity performed without blood exposure but exposure may occur in emergency).
3. Category III (Task/activity does not entail predictable or unpredictable exposure to blood).

*Refer to Exposure Control Plan for additional information.*

### **OTHER CONSIDERATIONS AND REQUIREMENTS**

In this position, the employee is required to be on his or her feet continually throughout the day. In a full-time nonrestrictive basis, the employee must be able to lift at least 50 pounds of weight, which is required when transferring a resident from a bed to a wheelchair. A transfer belt is necessary and required when transferring any resident. This is for the safety of not only the resident, but also the aide. Other nurse's aids are available to assist with heavier residents if needed.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet with occasional periods of moderate noise.