

The Village at Cedar Hill

RESIDENTIAL AIDE

JOB DESCRIPTION

Department	Nursing
Reports to	Director of Nursing
Reporting to this position	None
Job Classification	Department Staff
Position Purpose	Provides a variety of services to residents with the goal of assisting residents to live as fully and as independently as possible with a good quality of life.

Required Qualifications

Minimum requirements include the following:

- ❖ High School Diploma or GED required.
- ❖ May have completed LNA training and be a certified LNA in VT
- ❖ Successfully completes required Village at Cedar Hill training programs for direct care staff within specified time frames.
- I. **Experience:**
 - a. Prior experience working with the elderly, in wait service, housekeeping, volunteer service with older adults, community senior care programs preferred.
- II.
- III. **Attitude:**
 - a. Positive, Caring, and Respectful, Motivated to achieve excellent satisfaction reports from residents, families, and supervisors
- IV. **Confidentiality:**
 - a. Respects and Honors confidentiality of all resident related information per HIPPA requirements
- V. **Physical Requirements:**
 - a. The physical activities of this position involve balancing, climbing, crouching, grasping, kneeling, lifting, pulling, pushing, reaching, standing, and stooping.
 - b. An individual in this position may be required to carry or lift weight in excess of 35 pounds with assistance.
 - c. Ability to feel, hear, see, smell, speak, and taste adequately to perform the functions of the job.
 - d. An individual in this position will be exposed to inside and outside environmental conditions, bloodborne pathogens, and physical hazards.

Major Duties and Responsibilities

Receives specific nursing assignments from Nurse, or designee, or a discharging therapist. Performs duties as assigned.

Performs nursing services in accordance with care plans and facility policies and procedures. These services may include activities related to range of motion, splint/brace assistance, bed mobility, transfers/walking, dressing/grooming, eating/swallowing, amputation/ prosthesis care, and communication.

Performs tasks to individual residents or as part of small group classes.

Coordinates dining room services at assigned mealtimes, including set-up and clean-up, meal tray delivery, feeding assistance, and documentation of meal intake.

Delivers nutritional supplements to residents at assigned times and provides assistance as necessary to ensure intake. Documents intake accordingly.

Assists with weighing residents according to facility policy, and records weight in designated locations. Reports weight changes to nurse and supervisor.

Assists nursing staff in carrying out toileting program activities.

Completes flow sheets daily to indicate that the specified nursing task was done. Documents the progress of each resident as directed by supervisor.

Keeps nurse and supervisor informed of factors that interfere with being able to perform the work as assigned (i.e. resident refusal, reassigned to nursing unit).

Reports changes in a resident's condition to the resident's nurse and supervisor.

Other Assigned Tasks

- ❖ Attends care-plan meetings of assigned residents as able.
- ❖ Participates in QAPI or facility assessment activities as needed, such as carrying out duties assigned as part of a performance improvement committee.
- ❖ Accepts certified nursing assistant assignments as staffing needs require. Performs certified nursing assistant duties as assigned, in accordance with facility policies and procedures.
- ❖ Uses proper lifting and body mechanics while delivering care to residents.
- ❖ Meal Service – Assist residents with meal selection, serves meals, helps with clean up, set out snacks and monitors availability, monitors food intake, respects likes and dislikes, cultural food preferences, reports consumption problems to the Resident Services Director/Supervisor of MCC.
- ❖ Resident Care – Assists residents with personal care as assigned recognizing the importance of having each resident function to his/her fullest capabilities, assisting only as required. Records personal care given on designated forms and/or EMR. Participates in assessment service plan development as appropriate.
- ❖ Assistance With Medications Provides assistance with medications per service plan, under the directions of Memory Care Center Supervisor/Resident Services Director. Documents med administration as required in EMR and as needed on paper MR.
- ❖ Activities – Encourages and assists residents to enjoy activities of their choice and community sponsored activities. Works collaboratively with the Activity staff to enhance the quality of life for the residents.
- ❖ Transportation: Transports residents to scheduled medical visits, shopping trips and personal appointments as assigned. Always follow safe driving rules.
- ❖ Records mileage and time on designated forms.

- ❖ Continuing Educations – Willing participation in continuing education or training in order to improve knowledge, skills, and service to residents. Minimum 12 CEUs per year.
- ❖ Completes annual competency testing successfully.
- ❖ Performs other duties as assigned within scope of the attendant's capabilities.

Additional Tasks

- ❖ Treats all residents with dignity and respect. Promotes and protects all residents' rights.
- ❖ Establishes a culture of compliance by adhering to all facility policies and procedures. Complies with standards of business conduct, and state/federal regulations and guidelines.
- ❖ Follows appropriate safety and hygiene measures at all times to protect residents and themselves.
- ❖ Maintains confidentiality of protected health information, including verbal, written, and electronic communications.
- ❖ Reports noncompliance with policies, procedures, regulations, or breaches in confidentiality to appropriate personnel. Reports any retaliation or discrimination to HR or compliance officer.
- ❖ Reports any allegations of abuse, neglect, misappropriation of property, exploitation, or mistreatment of residents to supervisor and/or administrator. Protects residents from abuse, and cooperates with all investigations.
- ❖ Reports any occupational exposures to blood, body fluids, infectious materials, and/or hazardous chemicals in accordance with facility policy.
- ❖ Participates in all life safety and emergency drills and trainings. Fulfills responsibilities as assigned during implementation or activation of the facility's emergency plan.
- ❖ Reports work-related injuries and illnesses immediately to supervisor.
- ❖ Follows established infection control policies and procedures.
- ❖ As a condition of employment, completes all assigned training and skills competency.
- ❖ Understands and follows Resident Rights Regulations and facility's policies and procedures related to resident care and safety.
- ❖ Relates respectfully and in a caring manner with each resident of the Village and with all other staff.
- ❖ Reads each resident's life history in order to understand and relate to the resident as a person.
- ❖ Successfully completes the following training programs within 16 weeks of hire:
 - The Resident Assistant in Assisted Living (NCAL program)
 - Medication Administration Course (NCAL program)
 - Hand in Hand Dementia Care training program by OASIS Trainer
 - Oasis Dementia Care
 - Alzheimer's Association "Care Training Program – Understanding and Caring for Persons with Dementia"

Personal Skills and Traits Desired/Physical Requirements

- ❖ Ability to read, write, speak and understand the English language.
- ❖ Must be a supportive team member, contribute to and be an example of team work.
- ❖ Ability to make independent decisions when circumstances warrant such action.
- ❖ Ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
- ❖ Must have patience, tact, and willingness to deal with difficult residents, family and staff.
- ❖ Must be able to relay information concerning a resident's condition.
- ❖ Must not pose a threat to the health and safety of other individuals in the workplace.
- ❖ Must be able to move intermittently throughout the workday.

- ❖ Meets general health requirements according to facility policy, including medical and physical exams and checking immunity status to various infectious diseases.
- ❖ Ability to work beyond normal working hours and on weekends and holidays when necessary.
- ❖ Ability to assist in evacuation of residents during emergency situations.
- ❖ Ability to bend, stoop, kneel, crouch, perform overhead lifting and perform other common physical movements as needed for the position.
- ❖ May be subject to falls, burns from equipment, and/or odors throughout the day; encounter reactions from dust, tobacco smoke, disinfectants, and other air contaminants.
- ❖ Subject to exposure to infectious waste, diseases and/or conditions which include AIDS, Coronavirus, Hepatitis B, and Tuberculosis.
- ❖ May be subject to hostile or emotional residents, family members, visitors or personnel.
- ❖ Ability to work independently, and to organize, plan, and manage time effectively to complete assignments.
- ❖ Knowledgeable of restorative nursing practices, and ability to demonstrate knowledge and skills necessary to provide appropriate care to meet resident needs.
- ❖ Effective verbal and written communication skills.
- ❖ Strong listening skills and ability to deal with conflict with professionalism and courtesy.
- ❖ Basic computer skills, including ability to navigate electronic medical record systems.
- ❖ Positive interpersonal relationship skills, including with persons of all ages and cultures.
- ❖ Dexterity of hands and fingers to perform resident care.

EMPLOYEE ACKNOWLEDGEMENT

I have read the above job description and understand the requirements and expectations of the position of Restorative Aide at *[Name of Facility]*.

Employee's Signature

Date

Supervisor's Signature

Date