

## **JOB DESCRIPTION**

**POSITION TITLE:** Clinical Aide  
**RESPONSIBILITY TO:** Clinical Manager

**POSITION SUMMARY:** Provides residents with personal care and other assistance with activities of daily living as outlined by resident care plans and doctor's orders. Administers treatments and medication as appropriate. Works in a professional manner with other team members to ensure excellent service to the residents.

### **Qualifications:**

1. Possesses strong interpersonal communication skills
2. Dresses and behaves in professional manner
3. Able to perform shift work including weekends, holidays and able to participate in bubble/ be on-call per schedule
4. Able to work autonomously and as a team member
5. Must be at least 18 years of age

### **Basic Objectives and Responsibilities:**

1. Provide residents with personal care and assistance with activities of daily living
2. Work as a team member and assist one another as needed
3. Complete housekeeping, dietary, and life enrichment tasks as needed to meet residents needs
4. Interact professionally with other staff, visitors, and family members
5. Complies with company policy, standards, and licensing regulations
6. Performs other duties requested by the Director of Nursing or team supervisor
7. Maintain proper charting records as required
8. Assist in taking residents to and from the dining room, beauty shop, and activities as needed.
9. Observe and report any changes in a resident's condition to Director of Nursing or team supervisor
10. Report all complaints to Director of Nursing or team supervisor
11. Check and tend to ill residents
12. Answer calls from residents promptly
13. Deliver mail and newspapers (on week-ends)
14. Keep works area and equipment clean and orderly
15. Assist in the training and orientation of new employees and/or participate in cross training as requested by your Director of Nursing or team supervisor
16. Willingly assist with all special events and activities of the Home
17. Consistently maintain appropriate personal appearance and hygiene standards
18. Ensure that resident's rights to fair treatment, self-determination, individuality,

- privacy, and property rights are followed
19. Assist in creating and maintaining an atmosphere of warmth, personal interest and positive emphasis as well as a clean environment throughout the Home
  20. Maintain a kind and courteous manner to residents, coworkers, and guests
  21. Abide by Carveth Village policies and assist the Director or Nursing and/or Administrator in the implementation of the same
  22. Assist in bathing residents as assigned
  23. Assist residents with daily hygiene, hair, and nail care
  24. Keep common areas and resident rooms neat and orderly
  25. Report all incidents or accidents, regardless of how minor, to the Director of Nursing or team supervisor as soon as possible
  26. Unlock and lock/monitor doors according to procedures
  27. Do laundry as arranged and assigned
  28. Assist in welcoming new residents
  29. Carry out special treatment(s) of residents per doctor's orders
  30. Answer phone calls or take messages as appropriate

**Physical Requirements:**

1. Able to lift 50 lbs. either alone or as part of a two person assist of a larger person at times repetitively
2. Have unlimited bending and stooping capacities including but not limited to:
  - As part of a one or two person assist of a resident off the floor
  - Assisting a resident out of a couch or chair
1. Able to pivot while bearing the weight of a resident
2. Sighted so as to able to read small print and handwriting
3. Able to speak and hear so as to be able to communicate over the telephone and in person.
4. Cognitively able to reason and solve complex problems
5. Possesses fine motor skills so as to be able to write reports as necessary

**Summary: This job description in no way states or implies that these are the only responsibilities and duties to be performed by the employee. All employees in this job classification will be required to perform any related functions as requested by the Director of Nursing or Administrator.**

Employee Signature\_\_\_\_\_ Date\_\_\_\_\_

## ESSENTIAL JOB FUNCTIONS - RESIDENT CARE STAFF

1. Provide personal hygiene to residents including assistance with teeth brushing, personal care, showering and bathing, as well as other personal hygiene needs
2. Provide assistance to residents with toileting and/or use of incontinence products
3. Provide assistance to residents with getting dressed and/or undressed
4. Provide assistance to residents with personal grooming tasks such as shaving, clipping finger nails and toe nails, manicures, brushing, combing, and styling hair, application of make-up, and other grooming tasks requested by residents.
5. Ensure Residents personal hygiene, cloths and appearance is maintained throughout the day.
6. Assist residents with ambulating and transfers
7. Complete housekeeping tasks including bed making, laundry, trash collection and/or disposal, wheelchair, walker and other special equipment cleaning, spot clean carpets, and other housekeeping tasks as necessary or assigned
8. Dietary tasks including pouring liquids, passing snacks and special nourishments
9. Life Enrichment tasks including encouragement of participating in activities, escorting/assisting residents to attend activities, distribution of mail and/or newspapers, reading mail to residents, and other Life Enrichment tasks as necessary or assigned
10. Answer phone and transfer calls or take messages as appropriate
11. Provide documentation as required
12. Interact with residents, family and staff in courteous, professional and helpful manner.
13. Attend mandatory staff meetings and in services

Although every attempt has been made to make this job function list as complete as possible, there may be other tasks not described above which become necessary for the Resident Care Aide to perform. These tasks will be appointed by the supervisor and/ or Director of Nursing.

Employee Signature\_\_\_\_\_ Date\_\_\_\_\_