Job Description

Position/Title: Resident Aide (Clinical Aide)

Responsible To: Director of Nursing

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. Must have a high school diploma or equivalent.
- 2. Must be at least 18 years of age.
- 3. Able to perform shift work including weekends, holidays, bubble, and on call per assigned clinical schedule.
- 4. Possesses strong interpersonal communication skills.
- 5. Dresses and behaves in professional manner.
- 6. Able to work independently without constant supervision and work efficiently as a team member.

Basic Objectives and Responsibilities:

- 1. Provide residents with personal care and assistance with activities of daily living such as bathing, dressing, ambulation, feeding, toileting, grooming, etc. and ensuring all residents smell and look good.
- 2. Complete housekeeping, dietary, and life enrichment tasks as needed to meet resident needs.
- 3. Interact professionally with other staff, visitors, and family members.
- 4. Maintain compliance with company policies and standards, departmental policies and standards, and local, state, and federal guidelines and regulations.
- 5. Maintain proper charting records as required especially changes in a resident's base line.
- 6. Observe and report any sudden changes in a resident's condition to Director of Nursing, Clinical Manager or team supervisor.
- 7. Answer calls from residents promptly.
- 8. Keep the work area and equipment clean and orderly.
- 9. Participate in monthly training and in cross training as requested by the Director of Nursing, Clinical Manager or team supervisor
- 10. Willingly assist with all special events and activities of the Home.
- 11. Assist in creating and maintaining a professional but fun and pleasant work environment for staff and visitors.
- 12. Assist in welcoming new residents in the home.
- 13. Answer phone calls or take messages as appropriate.

Physical Requirements:

- 1. Able to transfer a resident either alone or a two person assist.
- 2. Able to lift 50 pounds.
- 3. Have unlimited bending and stooping capacities.
- 4. Be able to pivot while bearing weight of resident.
- 5. Sighted to be able to read small print and handwriting.
- 6. Able to hear so to communicate over the phone or with other individuals/ groups.
- 7. Cognitively able to reason and solve complex problems

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 Clinical Manager, Director of Nursing or Administrator.

Name:	Date:
Signature:	