

Job Description: Resident Assistant

Summary of Responsibilities: Resident Assistants assist residents who are functionally, physically, and or socially/cognitively impaired and need assistance with activities of daily living including bathing, dressing, and grooming. Responsible for promoting and implementing a variety of activities under the direction of the Activity Coordinator, that includes internal and external opportunities for socialization. Assists and teaches residents skills in self-help. Helps to maintain the self-respect, personal dignity, and physical safety of each resident.

Essential Duties and Responsibilities

Provides resident assistance with:

- Bathing and dressing.
- Personal care needs in grooming such as hair, nails, teeth, etc. as needed.
- Care of ADL devices such as eyeglasses, contact lenses, hearing aids.
- Telephone (assists calls, phone repair, hearing/vision adaptive devices).
- Housekeeping tasks such as vacuuming, emptying trash cans, cleaning bathrooms, making beds, and bed changes.
- Escorting residents and coordinates internal transport needs.
- Orienting residents to the facility to ensure satisfactory integration into the facility.
- Making beds daily and providing some housekeeping services to residents.
- Observes and reports changes in residents' physical condition and cognitive/emotional status to the Assistant Director/Nursing Care Coordinator.
- Monitors for environmental safety hazards. Reports to the Resident Care Coordinator and records incidents, errors, or accidents.
- Records resident and resident-related events as directed.

Dining:

- Assists residents to dining room and accounts for all persons.
- Assists Dietary Aides in a variety of tasks related to dining (escort residents to dining room, set up and clean tables, serve meals, and bus tables).

Activity Program:

- Responsible for promoting and implementing resident centered activity program under the direction of the Activities Coordinator.

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Emergency Preparedness:

- Responds to and acts appropriately in emergency and disaster situations.

Leadership:

- Plans and completes duties with minimal direction.
- Works collaboratively with peers and other team members as well as relates favorably to residents and family members.
- Uses tactful, diplomatic communication techniques in potentially sensitive or emotionally charged situations.
- Reports any unusual incidents, conflicts, or other issues that need attention from the Resident Care Coordinator or Assistant/Executive Director.

Responsibilities:

- Prepares special paperwork or forms as needed. Be familiar with confidentiality of residents and residents' charts.
- Will follow Department of Public Welfare "Resident Bill of Rights" and assist residents in exercising these rights.
- Will not abandon residents if replacement does not show. Will always give 2 hours notice if needs to take a day off due to illness or emergency. Will not no call/no show-this is immediate grounds for dismissal.

Qualifications:

- Must be at least 18 years of age.
- Must be a high school graduate or have GED.
- Must be able to read, write, speak, hear, and understand the English language.
- Must be able to think, act, and intervene independently in both routine and emergency situations.
- If other supervisory positions are not in house, must be able to function independently and as in charge.
- Must be able to relate to residents, staff, and family members in a courteous and diplomatic manner under all circumstances.
- No experience necessary. Training will be provided.
- Required to undergo continuous training as per state guidelines.

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Essential Functions:

To be successful in this job, employees must be able to stand and walk during shift. Movements required are bending, stoop squat, crawl, climbing, kneeling, pushing/pulling, and reaching above shoulder level. Hand use is not constant and low stress. Hand use will include occasional gripping, squeezing, and using fingers to feel and control objects.

Work Environment:

While doing this job, the Resident Assistant could be exposed to infectious waste, diseases, and body fluids, which can contain AIDS and Hepatitis viruses. Chemical exposure is limited to cleaners, disinfectants, and personal care items. Resident Assistants work on weekends and holidays.

****Heritage Springs Memory Care is an equal opportunity employer.***