

Village at the Harbour

Job Description

Job Title: Resident Assistant

Reports To: Resident Care Coordinator

Summary of Responsibilities: Resident Assistants assist older people who are functionally, physically, and/or socially impaired and need 24-hour oversight. The Resident Assistant's role is to assist residents with those activities of daily living that they are unable to perform without help, fostering at all times residents' independence and freedom of choice. All responsibilities will be conducted in a manner that is consistent with the philosophy of assisted living.

Essential Duties and Responsibilities:

- 1. Activities of Daily Living (ADL's):** Provides assistance with:
 - Dressing and undressing (clothing should be clean and appropriate for the season)
 - Bathing
 - Personal Hygiene (shaving, dental hygiene, nail care, hair care, foot care)
 - Mobility devices (cane, walker, wheelchair, crutches) including monitoring of safe transfer and ambulation techniques
 - Care of ADL devices such as eyeglasses, contact lenses, hearing aids

- 2. Instrumental Activities of Daily Living:** Provides assistance with:
 - Telephone (assist with calls, phone repairs, hearing and vision adaptive devices)
 - Housekeeping tasks such as emptying trash and bed making as needed
 - Light Laundry as needed
 - Escorts residents and coordinates internal transportation needs
 - Mail delivery, residents' personal correspondence

- 3. Medication Assistance at HS**
 - Assist residents with self-administration of medications, including monitoring of medication supplies and documentation

- 4. Health Maintenance and Monitoring Tasks:**
 - Observes and reports changes in residents' physical condition and cognitive/emotional status to Nursing Director/Management, as needed
 - Conducts room checks and resident rounds
 - Monitors for environmental safety hazards
 - Records incidents, errors, or accidents

- Records resident and resident-related events

5. Dining:

- Assists in a variety of tasks related to dining (escort residents to dining room, set up and clean tables, serve meals, bus tables)

6. Activity Program:

- Responsible for participating in and supporting the resident-centered activity program

7. Emergency Preparedness:

- Responds to and acts appropriately in emergency or disaster situations

Leadership:

- Plans and completes duties with minimal direction from supervisor
- Works collaboratively with peers and other team members
- Uses tactful, diplomatic communication techniques in potentially sensitive or emotionally charged situations
- Follows up with appropriate staff, residents, or other individuals regarding reported complaints, problems, and concerns
- Acts as ambassador and public relations representative to guests and visitors
- Maintains all certifications required for employment

Administrative Responsibilities:

- Monitors appropriate use of resident care, office and other supplies
- Copies paperwork or forms as needed
- Prepares and maintains resident records as needed

Other Duties:

- Demonstrates an appreciation of the heritage, values and wisdom of the residents and an understanding of the aging process
- Attends and participates in staff meetings
- Participates in in-services, projects or committees as assigned
- Assists with quality assurance programs when indicated
- Assists in training of new staff

Qualifications:

- Must be able to think, act, and intervene independently in both routine and emergency situations. Must be self-motivated and function as an “in charge” person.
- Must be able to relate to residents and staff in a courteous and diplomatic manner under all circumstances.

- Must be able to work flexible hours and participate in holiday activities.

Working Conditions:

- Exposed to body fluids, infection, odors, and behavior of residents
- Exposed to chemicals / cleaning solutions

Physical Demands:

- Must be able to lift/push up to 50 pounds
- Must be able to walk four miles daily
- Must be able to lift, carry, stand, bend, squat, crawl, reach and kneel using good body mechanics for sustained periods of time
- Must possess sight/hearing senses, or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met
- Must be in good general health and demonstrate emotional stability in order to cope with the physical, mental and emotional stress of the position

Employee _____ Date _____

Supervisor _____ Date _____