



Job Description

Job Title: Resident Assistant
Reporting Relationship: Residence Director
Location: Residence

Job Summary: Provide direct care to residents following an individual service plan. Treats each resident with respect and dignity, recognizes individual needs, and encourages independence. Fosters a homelike atmosphere throughout the residence

Essential Duties and Responsibilities:

Essential duties and responsibilities include the following. Other duties may be assigned.

1. Assists residents with activities of daily living, including bathing, dressing, grooming, toileting, transferring and getting to and from activities and meals according to the individual service plan. Allows and encourages residents to do as much of their own care as possible.
2. Serves meals to residents in the dining room. May assist in preparing meals following preplanned menus. Encourages residents to eat a proper diet and take adequate fluids while respecting the resident's right to free choice. Records and reports changes in resident's eating habits to the supervisor.
3. Initiates and participates in leisure activities provided for residents as described in the activity calendar. Encourages residents to socialize and participate in planned activities or programs and to develop friendships with other residents.
4. Maintains resident's records daily in a timely manner and in accordance with company policy and procedures. This includes documentation related to: medication distribution, leisure activities, incidents and observations, charting any changes in resident's physical condition and/or behavior; visitors; etc. Observes and documents the health and emotional condition of each resident, and prompt reports all changes to the supervisor.
5. Assist residents with medication as defined in medication procedure. Assists or supervises residents who self-administer medication. Follows physician orders and state laws to administer medications to residents who cannot self-administer their medications. Exhibits understanding of and follows medication policies and procedures.
6. Maintains a clean, safe, and orderly environment for the residents. Performs general housekeeping following cleaning schedules for resident laundry, bedrooms, dining area, living space, bathrooms, kitchen, etc.
7. Follows proper procedures in emergency situations and responds promptly and positively to resident requests for assistance including emergency pull cords, telephone calls, and requests from family and friends.
8. Knows location of each resident, reminds them to sign out when they leave the building and notifies the supervisor immediately if unable to locate a resident.
9. Encourages teamwork through cooperative interactions with co-workers.

Company Wide Responsibilities:

1. Sustains the KindredHearts mission through a daily working commitment to its principles of excellence, trust, response, ownership, honesty, motivation, creativity, detail, responsibility and fun.
2. Supports a dignified and caring atmosphere with residents, resident's families, visitors and staff.
3. Protects privacy and confidentiality of information pertaining to the resident, employee, residence, company information and records.
4. Maintains a safe and secure working environment and practices safe working habits.
5. Complies with attendance policy.
6. Maintains a neat appearance, good personal hygiene, and appropriate attire.
7. Participates in training, inservices and attends meetings as required.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A. **EDUCATION and/or EXPERIENCE-** High school diploma or general education degree (GED); and three to six month related experience preferred and/or training in direct service with older adults, or equivalent combination of education and experience. In accordance with state law, may need to possess current state certification and follow regulations to maintain license currency. Knowledge of dementia particularly of the Alzheimer's type is helpful.
- B. **LANGUAGE SKILLS-** Ability to read and comprehend simple instructions. Short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to residents, residents families and other employees of the company.
- C. **MATHEMATICAL SKILLS-** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American weight measurement, volume, and distance.
- D. **REASONING ABILITY-** Ability to apply common sense understanding to carry out instruction furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Uses good judgment in emergency situations, and gets help when needed.
- E. **CERTIFICATES, LICENSES, REGISTRATIONS-** Basic CPR/First aid training, Fire safety training, participate in in-service sessions, and medication assistance training course and test.

- F. **PHYSICAL DEMANDS-** The physical demands here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit and stoop, kneel and crouch. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.
- G. **WORK ENVIRONMENT-**The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to blood borne pathogens. The employee is occasionally exposed to fumes and toxic or caustic chemical. The environment is characteristic of a facility in which healthcare is provided to the frail elderly. The noise level is usually moderate.