



RESIDENT ASSISTANT

POSITION DESCRIPTION

The **RESIDENT ASSISTANT** performs customer service duties under the supervision of licensed nursing staff and assists in maintaining a positive physical, social and psychological environment for the residents while promoting resident comfort.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- a) Answer call bells promptly to determine residents needs and assist if appropriate
- b) Adhere to Bay Bluffs' Agreement of Belonging at all times.
- c) Assist in keeping resident's room and equipment clean and orderly, including dressers, closets, and wheelchairs
- d) Communicates with resident, family and other members of the team
- e) Direct residents and families to appropriate resource person for resident care information
- f) Document resident information daily in the computerized documentation program
- g) Perform customer service function making unoccupied beds, passing linen, passing nourishments, stocking supplies, transporting residents, passing and collecting trays, assist with the meal experience, and empty trash/linens, etc.
- h) Serve as a 1:1 as needed for residents to observe resident behavior and maintain resident safety.
- i) Report all accidents and incidents to Neighborhood Nurse.
- j) Maintain resident confidentiality; treat residents with kindness, dignity and respect; know and comply with Residents' Rights; and promptly report all resident complaints.
- k) Maintain a clean and orderly environment, including assigned resident rooms; promptly report all violations of safety and sanitation rules to supervisor.
- l) Provide general support as needed to the department, including greeting and assisting residents, visitors, physicians, and other personnel as needed.
- m) All other duties as assigned.

QUALIFICATIONS

Education: Must possess, at a minimum, a high school diploma or equivalent (GED)

Specific Requirements:

- 1) Ability to work with others as part of a team.
- 2) Good communication skills. Ability to hear and respond to resident requests.
- 3) Effective organizational skills with the flexibility to make changes in planned routines to accommodate changing resident needs.
- 4) Must be able to work weekends, holidays and on-call days as scheduled.
- 5) Required to complete C.N.A program within 12 month of the date of hire.
- 6) May be required to work extra shifts/hours.
- 7) Be able to read and follow oral and written directions.
- 8) Be able to speak and understand English.
- 9) Ability to distinguish smells, tastes and temperatures.
- 10) Have a positive attitude toward the elderly.

POSITION AUTHORITY AND ACCOUNTABILITY:

Position supervised by: Wing Nurse/Charge Nurse, Unit Care Coordinator, Director of Nursing and/or Assistant Director of Nursing

Position supervises: No one
Non-exempt position

SUMMARY OF OCCUPATIONAL EXPOSURES:

Blood-Borne Pathogens: The employee signing this job description **may have a reasonably anticipated risk** of exposure to blood borne pathogens; but not limited to blood and / or other infectious material, as the result of duties required to perform his / her job.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **RESIDENT ASSISTANT** and agree to perform the identified essential functions in accordance with the organization's established procedures.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will either by the organization or myself and that such termination can be made with or without notice.

Date

Resident Assistant

Date

Administrator