

Position Title: Resident Care Aide (LNA or PCA)
Reports To: Director of Resident Care
Department: Nursing
FLSA Status: Non-Exempt

Job Summary:

Ensure that resident's needs of daily living are met by providing personal assistance such as, but no limited to, assisting residents with bathing, dressing, serving meals, washing and drying laundry, visiting with residents, and attending to other resident needs as they arise.

Essential Functions:

- Performs group and individual activities (structured and impromptu) in activity spaces, common areas and in the resident's room to support resident desires and as directed.
- Responsible for a range of personal assistance duties which may include: bathing and dressing residents, medication reminders, assistance with household chores and other personal needs defined by the residents care plan.
- Responsible for assistance with meal services to the residents which may include: escorting residents to and from the dining room, delivering trays to residents.
- Responsible for washing and drying the personal laundry of residents, and assisting with other daily living household tasks.
- Provides companionship to the residents through social visits, and daily conversation, encouragement to participant in activities, escorting if necessary, and helping to create a warm and supportive community atmosphere for residents
- Provides medication services as prescribed in NH DHHS regulations, including medication observation.
- Has complete understanding of Emergency Procedures.
- Responds immediately to any witnessed or potential medical emergencies by taking appropriate action, calling for assistance, and notifying supervisor immediately.
- Maintains computer-based documentation of the resident assistance services performed each day. Communicates via resident log any notable changes, deletions, additions in resident services to next shifts.
- Observe and report any significant changes in resident behavior or health to supervisor.
- Be courteous at all times to residents, remembering their rights to dignity and confidentiality.
- Perform additional assigned duties at the direction of the Resident Care Director or other supervisors.
- Adherence of Non-Negotiables

Minimum Eligibility Requirements:

- Certified Nursing Assistant or completed state-required training as Personal Care Assistant
- Ability to read, write and speak English
- Ability to communicate effectively with residents, families, staff, community officials and the general public
- Must have compassion for and desire to work with the elderly
- Must meet all State and company health requirements

- Must be able to perform duties and responsibilities (Essential Job Functions) with or without reasonable accommodation
- Must have an acceptable criminal background check

Physical Requirements:

- Physically able to move at least 25 lbs. without assistance.
- Physical stamina and ability to assist residents as needed and in emergencies.
- Physically able to bend, reach and work in small areas.
- Physically able to push and pull, equipment and furnishings.

OSHA Category Classification:

Potential for Exposure to Blood-borne Pathogen

Note:

All duties and responsibilities listed are considered to be essential job functions and requirements, and are subject to possible modification to reasonably accommodate individuals with disabilities. Marginal functions of the position (those that are incidental to the performance of fundamental job duties) have not been included. However, the omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and the associate, and is subject to change by the employer as the needs of the business and requirement of the job change.

Signature:

I have read and understand the above job description. By signing below I certify that I meet the minimum requirements and physical demands of the job.

Associate Signature: _____

Date: _____

Department Head: _____

Date: _____