

# Resident Assistant

## Job Description

### **Summary of position:**

Provides direct care to the residents, following the needs of the residents, treating each resident with dignity and respect, recognizing individual needs and encouraging self-independence. Promoting a warm, homelike atmosphere throughout the residency.

### **Essential Duties and Responsibilities:**

Includes all the following duties assigned as well as any duty deemed necessary by management.

1. Assist residents with activities of daily living including, bathing, dressing, grooming, toileting, transferring to and from meals according to the individuals needs. Allows and encourages residents to do as much on their own as possible (with supervision if needed).
2. Serves meals to residents in their dining room or personal room. May assist in preparing meals following pre-planned menus, encourages residents to eat a proper diet and take adequate fluids while respecting the resident's right of free choice. Records and reports changes in residents eating habits to the supervisor.
3. Initiates and participates in leisure activities provided for the residents as described in the activity planner. Encourages residents to participate and socialize in the planned events or programs and to develop friendships and relationships 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 administration, leisure activities, incidents and observations, charting any changes with resident's physical condition and/or behavior, visitors, etc. Observes and documents the health and emotional condition of each resident promptly reporting of all changes to the supervisor.
5. Assist residents with medication as defined in medication procedure. Supervises residents who self-administer medication. Administers medications following physician's orders to residents who cannot self-administer their medication. Exhibits understanding of and follows medication policies and procedures.
6. Maintains a clean, safe orderly living environment for the residents. May perform general housekeeping duties such as cleaning bedrooms, dining area, bathrooms, common social areas, kitchen, etc.
7. Change bed linens, washes residents personal laundry.
8. Responds promptly and positively to resident requests for assistance, including emergency call lights, telephone calls, and requests from family and friends.
9. Follows proper procedures in emergency situations, and obtains additional assistance if necessary.

10. Knows location of each resident this includes reminding them to sign in and out when they leave the building.
11. Notifies the supervisor immediately if unable to locate a resident.

**Company Mission:**

To provide our residents the opportunity to bring dignity and quality of life to they're new home by promoting socialization and relationships thereby allowing seniors to age gracefully together.

**Company Philosophy:**

Our philosophy can best be described in three simple but important words:  
Compassion, Dignity, Respect!

**Company Ideas and Responsibilities:**

To create a working environment of principles, high standards of service, responsibilities, positive motivation, teamwork, pride, and at the same time enjoying the atmosphere that we have created.

Understanding that change is difficult for our residents and their families.

Protecting the safety of our resident's privacy and confidentiality with regards to company records and information.

High Standard of Work Ethic and Attendance:

Maintains neat appearance, good personal hygiene, and appropriate attire.

Participates in required training, in servicing, and scheduled meetings.

Unifying the teamwork philosophy.

**Supervisory Responsibilities:**

There is no supervisory responsibility within the position. There is however some overseeing and training involved with new staff.

**Qualifications:**

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

**Education/Experience:**

High school diploma or general education (GED) and three months of related experience is helpful and/or training in direct care of older adults, or equivalent of education and experience.

Knowledge of behavioral types, dementia and Alzheimer's is helpful, but not required.

**Language Skills:**

Must have the ability to read and understand basic instructions, short correspondence and memos. Must have the ability to write simple correspondence. Need the ability to effectively communicate, present one-on-one and in small group situations to residents, their relatives, and other employees of the company. Must be able to speak and communicate clearly in English.

**Mathematical Skills:**

Must have the ability to add and subtract two digit numbers and to multiply by 10's and 100's. Ability to perform these operations using units of American weight measurement, volume, and distance.

**Reasoning:**

Having the ability to apply common sense and understanding in how to carry out instructions furnished in writing, oral, or diagram form. Ability to deal with problem solving variables in standard situations. Uses good judgment in emergency situations and gets help when needed.

**Certificates, Licensing, Registrations (may vary based on state regulations):**

Basic CPR, First Aid training  
Environmental Emergencies  
Participation in in-service sessions  
Medication assistance training course and testing  
Resident Rights  
OSHA

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions. While performing these duties of this job, the employee is regularly required to talk or hear. The employee is also required to stand, walk, using hands, handle or feel, and reach with hands and arms. The employee is occasionally required to sit, 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 the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee will encounter while performing the essential tasks of this job. Reasonable accommodations may be made in certain situations in order to perform these functions.

While performing the duties of this job, the employee is frequently exposed to blood borne pathogens. The environment characteristic of a facility in which healthcare is provided to the frail elderly. The noise is usually at moderate level.

The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed, as an exhausted list of responsibilities, duties, and skills required of personnel so classified.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Resident Assistant