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**POSITION:** Resident Care Assistant

**FLSA CLASS:** Non exempt

**SUPERVISED BY:** Nurses, Activity Director, Executive Director

**MINIMUM QUALIFICATIONS**

1. **Education:** High school graduate or equivalent required, some college preferred.

1. **Experience:** Six Months (6) months experience working with elderly is preferred

3. Must be at least 18 years of age.

4. **Skills:** Must possess effective written, verbal and non-verbal communication skills, stable emotional make-up, creative, caring, ability to work under stress. Professional conduct, honoring boundaries, setting limits and maintaining confidentiality are a must.

5. **Physical Requirements**: Must be able to meet physical demands of lifting and moving over 50 pounds, walking and standing for long periods of time.

**POSITION SUMMARY**

The Resident Care Attendant (PCA) provides direct care and supervision for those residents he/she is assigned to work with. The PCA assures residents are: kept safe; clean; comfortable; practice appropriate hygiene; involved in the Provident program socially; and are aware of rules and expectations. The Personal Care Assistant assists in providing activities for the residents and assuring scheduled programming is carried out. The PCA performs his/her duties as assigned by the Executive Director or designee and as directly observed by the supervisor of the shift on duty. Weekends and holidays are required.

**Performance Rating Definitions**

Individual performance will be evaluated using the following scale:

1. **Unsatisfactory:** Achieves results which are far less than the standards identified for the performance factors rated.
2. **Needs Improvement:** Achieves results which are less than the standards identified for the performance factors rated. Exhibits the potential to become a competent performer. May be new to job or need skill development.
3. **Meets Standards:** Achieves results which meet the standards identified for the performance factors rated. This rating is the expected level of performance.
4. **Exceeds Standards:** Achieves results which usually exceed the standards identified for the performance factors rated.

**JOB DESCRIPTION**

**Responsibility I:** Directs and assist with residents' personal hygiene and daily nutrition.

1. All assigned residents are bathed and well groomed daily and dressed appropriately for the weather.

2. All assigned residents receive all meals and snacks daily and are offered hydration according to posted programming schedule.

3. Documentation reflects accurate detail about resident statistics during their assigned shift.

4. Documentation is completed prior the end of each assigned shift.

**Responsibility II:** Ensures safety and health of residents.

5. Records and reports to supervisor when a resident appears to require medical attention or assessment.

6. Dangerous objects are not found in the possession of residents, or in their rooms, or available to the residents when not supervised.

1. Residents are cleaned up immediately upon noticing episodes of incontinence.
2. Toxins and poisons are not left unattended within resident reach and are labeled and stored in a secured manner.
3. Completes incident reports for all unusual incidents including resident injuries prior to the end of their shift.

**Responsibility III:** Cleans and maintains physical plant.

10. All rooms, buildings, facilities and equipment used and returned to an orderly, clean and safe fashion after each use.

1. All residents' belongings are stored in a safe and secure place.

12. Appropriate precautions are used to maintain facility property in good working order, i.e. not standing on chairs, cleaning spills on carpets as they occur, not hitting baseboards with rolling carts or cleaning equipment.

**Responsibility IV:** Supports and reinforces Provident program goals.

13. Attends and participates in semi-monthly team meetings.

14. Reads all pertinent resident information in the medical record including all medical reports, care plans, staff communication log, and daily progress notes and flow sheets.

15. Adheres to program guidelines in response to residents' behaviors.

16. Asks for clarification and direction from activity director, nurses, and administrator in approaches used with the residents.

17. Leads program activities in the absence of the Program Director.

**Responsibility V:** Medication Supervision

18. Once trained, assures that all medications are correctly dosed and documented 100% of the time.

1. Keeps abreast of medication information, and monitors for effects and side effects of all medications.
2. Assures that all medications are supervised correctly 100% of the time.
3. Orders medication from the pharmacy in a timely manner.
4. Follows protocol in the event of an error to ensure notification and accountability.

**Responsibility VI:** Training/In Service

1. Successfully completes the facility required training (4 hours orientation, 16 hours OJT, and 12 hours of continuing education annually

**Responsibility VII:** Attendance

24. Maintains an attendance record that remains within the established attendance policy.

25. Follows all procedures and policies in relation to requesting time off, documenting time worked, and use of PTO.

**Responsibility VIII:** General Safety

26. Adheres to facility safety procedures and follows all established infection control procedures.

27. Reports observed safety hazards immediately to the Administrator or Manager on call.

28. Attends safety training.

**Responsibility IX:** Initiative/Creativity

29. Consistently seeks new ideas and methods to meet the resident’s needs.

30. Effectively plans workload and handles emergencies appropriately using good judgment.

**Responsibility X:** Cooperation/Attitude

1. Work place behavior reflects the willingness to be a team player: (will be rated according to the following scale)
   1. Willingness to cooperate with others.
   2. Willingness to conform to rules of work.
   3. Displays a positive attitude towards work and facility.
   4. Willingness to assist others.
   5. Ability to recognize, participate and adjust to change in situations and work assignments.
   6. Is dependable, can be counted on to do assigned tasks without strict supervision.
   7. Conforms to expectations of professional appearance, personal hygiene and grooming.
   8. Communications with others (courtesy, voice tone, facial expressions, gestures) are appropriate at all times and do not cause discord among the staff, families, or visitors.
   9. There is the absence of argumentative reluctance.

**Responsibility XI:** Dependability

32. Can be counted on to do assigned tasks without the need for strict supervision.

33. Performs others duties as assigned or requested.

**Responsibility XII:** Imaginative (will be rated according to the following scale)

1. Has the ability to be imaginative and consistently seeks improved methods of operations:
   1. Continually seeks new and better ways of doing things; is extremely imaginative
   2. Frequently suggests new ways of doing things; very imaginative
   3. Occasionally comes up with a new idea
   4. Rarely has a new idea; is unimaginative (resists change)

Acknowledge: Date: