NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DOE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POSITION**: Lead Resident Care Assistant

**FLSA CLASS:** Non exempt

**SUPERVISED BY:** Nurse, Executive Director

**MINIMUM QUALIFICATIONS**

1. **Education**: High school graduate or equivalent required, some college preferred.
2. **Experience:** Six Months (6) months experience working with elderly is preferred. To be eligible for a lead position you must have 6 months full time experience working as a Resident Care Assistant.
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 Lead Resident Care Attendant (RCA) provides direct care and supervision for those residents assigned to work with. The Lead (RCA) assures residents are: kept safe; clean; comfortable; practice appropriate hygiene; involved in the Provident program socially; and are aware of rules and expectations. The Lead Resident Care Associate assists in providing activities for the residents and assuring scheduled programming is carried out. The Lead Resident Care Assistant performs his/her duties as assigned by the Executive Director, or designee, and is directly observed by the Nurse Supervisor or Executive Director. The Lead Resident Care Attendant supports Executive Director and Nurse to help with Interviewing new staff, training needs, serving as mentor to other Resident Care Attendants for all shifts, help with scheduling staff, counseling staff as needed, assisting with medication records, updating pharmacy communication, completing communication logs concerning resident health, assisting Nurse with schedule and additional work related tasks required by Executive Director or designee. Weekends and holidays hours are required.

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 or as needed.
3. Documentation reflects accurate detail about resident statistics during their assigned shift.
4. Documentation is completed prior to the end of each assigned shift.
5. Review of all Mars for completed required signatures, review that all Resident Care staff duties have been accomplished prior to end of shift. Review that all medication requirements have been complete, review that all logs have been properly filled out,
6. ensure that shift report has been completed and all communication between resident
7. Care staff have been achieved prior to end of shift for oncoming shift.

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

1. Records and reports to supervisor when a resident appears to require medical attention or assessment.
2. Dangerous objects or chemicals are removed from resident rooms and room is kept free of rugs and ensures room has ample space for maneuvering around room freely.
3. Residents are assessed and cleaned up immediately upon noticing episodes of incontinence.
4. Toxins and poisons are not left unattended within resident reach and are labeled and stored in a secure manner.
5. Ensures that all incident reports for any change of condition are completed prior to end of shift by all staff.
6. Performs other duties as assigned or required.

**Responsibility III**: Cleans and maintain physical plant

1. All rooms, building, facility and equipment is used and returned to an orderly clean and safe fashion after each use. Lead Associate will ensure that nothing is stored in mechanical room or electrical rooms and is kept free of debris.
2. Appropriate precautions are used to maintain facility property in good working order. Spills on carpet are cleaned as they occur and ensures that work orders are prepared immediately as maintenance needs are discovered.
3. Lead Associate shall walk through apartments daily to ensure that staff requirements concerning cleanliness in rooms and supplies are provided. Any corrections shall be brought to the Nurse or Executive Director.
4. Adheres to facility safety procedures and follows all established infection control procedrues.
5. Reports and ensures that staff report safety hazards immediately to Executive Director.
6. Attends Safety Meetings.

**Responsibility IV:**  Supports and reinforces Provident Program goals

1. Attends and participates in monthly in service meetings
2. Reads all pertinent resident information in the medical records including all medical records, care plans, staff communication log and daily progress notes and flow sheets.
3. Ensures that all staff are reading communication log daily and initialing prior to beginning shift.
4. Assist Staff and adheres to program guidelines in response to resident behaviors.
5. Gives clarification and direction in approaches used with residents to all staff as needed.
6. Assigns a leader for program activities in the absence of the Activity Director.

**Responsibility V:**  Medication Supervision

1. Trains and ensures that all medications are correctly dosed and documented.
2. Keeps abreast of medication information and monitors for effects and side effects of all medications. Assist Nurse in training staff of all effects and side effects.
3. Orders medication for residents prior to end of shift each day.
4. Ensures that protocol is followed, by staff, in the event of an error for notification to Nurse and Executive Director immediately.

**Responsibility VI**: Training/In Service

1. Successfully completes and assist Executive Director to ensure that all staff complete the required training ( 4 hours orientation, 16 hours shadowing and 12 hours of continuing education annually.

**Responsibility VII:** Attendance

1. Maintains an attendance record that remains within the established attendance policy.
2. Follows all procedures and policies in relation to requesting time off, documenting time worked and use of PTO.
3. Mentor staff in assisting with training concerning proper documentation required to take PTO in accordance with procedures.

**Responsibility VIII**: Initiative and Creativity

1. Consistently seeks new ideas and methods to meet resident needs.
2. Effectively plans workload and handles emergencies using good judgement.

**Responsibility IX**: Cooperation/Attitude

1. Lead Associates sets the example for all staff in showing cooperation and good attitude. This includes motivating and mentoring when needed.
2. Willingness to conform to rules
3. Willingness to cooperate and assist others
4. Ability to recognize, participate and adjust to change in situations and work assignments
5. Is dependable to do assigned tasks without strict supervision.
6. Conforms to expectations of professional appearance, personal hygiene and grooming
7. Communicates well with others and is appropriate at all times to not cause discord among staff, families or visitors.
8. Mentors staff and assures that absence of argumentative reluctance is avoided.

Acknowledged:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_