



Grace Management, Inc.

A Leader in Management & Marketing Solutions

JOB DESCRIPTION

Grace Management, Inc.

Position: Resident Assistant

Reports to: Wellness Director

Summary of Duties

The primary responsibility of the Resident Assistant is to provide physical and psychosocial care to all residents in a manner that promotes dignity, choice and individuality. This position reports to the shift supervisor as well as the Wellness Director.

Essential Functions

- Provides all necessary care and services to assigned residents and assists other wellness department associates as needed.
- Works collaboratively with peers and other team members.
- Provides assistance with Activities of Daily living such as with bathing, dressing, personal hygiene (includes shaving, oral care, nail care, hair care, foot care), toileting, eating and ambulation/mobility.
- Maintains professional demeanor at all times when interacting with residents and families.
- Reports any suspected or witnessed instances of verbal, mental or physical abuse to licensed staff immediately.
- Utilizes safe transfer techniques when assisting residents with mobility.
- Washes residents' laundry as needed.
- Understands and uses Centers for Disease Control and Prevention (CDC) Standard Precautions, OSHA's Occupational Exposure to Bloodborne Pathogens standard, and follows established infection control procedures, hazardous communication, and other safety rules.
- Documents provision of services on Company forms.
- Operates designated medical equipment, copy, scan and fax machines and telephone.
- Escorts residents and coordinates internal transportation needs.
- Assists residents with personal correspondence/telephone use when requested.
- Observes and reports changes in residents' physical condition and cognitive/emotional status to Wellness Director or Supervisor, as needed.
- Conducts room checks and resident rounds.
- Monitors for environmental safety hazards.
- Respond to emergencies in a prompt and calm manner. Immediately reports such emergencies to the supervisor.
- Uses tactful, diplomatic communication techniques in potentially sensitive or emotionally charged situations.

- Follows-up with appropriate staff, residents, or other individuals regarding reported complaints, problems, and concerns.

Non-Essential Functions

- Participates in and supports the resident-centered activities program.
- Care for sensory enhancement devices such as eyeglasses and hearing aids.
- Completes housekeeping tasks such as bed-making, linen changes, vacuuming, emptying trash and cleaning bathroom.
- Acts as ambassador and public relations representative to guests and other off-campus visitors.
- Copies special paperwork or forms.
- Assists in a variety of tasks related to dining (escort residents to dining room, assist with set up and clean tables, serve meals, bus tables, etc.)
- Demonstrates an appreciation of the heritage, values, and wisdom of the residents and an understanding of the aging process.
- Collaborates with associates in other departments to assure necessary care and services are provided.
- Participates in projects or committees as assigned.
- Performs related duties as assigned.
- Attends and participates in staff meetings and mandatory in-services.

Required Knowledge, Skills, Abilities and Experience

- Ability to read and write in English.
- Satisfactory completion of RA skills competency checklist
- Be in good physical health and free of communicable diseases. Lifting, bending and pushing medication cart about residence is required.
- Must be able to lift 40 pounds.
- Completion of drug testing and criminal background check upon hire and upon request of supervisor.
- Experience in Assisted Living preferred.

Statement of Understanding

I have read and understand the position description and essential functions provided to me for the above position. By my signature, I confirm that I:

(Please check one of the following.)

_____ Can perform all of the essential functions of the position.

_____ Cannot perform all of the essential functions of the position.

I also understand this is not a job offer nor is it intended to be any guarantee of future employment opportunities. This does not construe a contract and I understand that any employment offers are on an at-will basis and does not guarantee employment for any specified time period.

Associate Signature:		Date:	
Supervisor Signature:		Date:	

TO BE RETAINED IN ASSOCIATE'S PERSONNEL FILE - COPY TO ASSOCIATE