



Bethesda Home of Aberdeen
Bethesda Towne Square

Job Description

TITLE: Resident Associate

DEPARTMENT: Nursing

SUPERVISOR: Facility Coordinator, Bethesda Towne Square

REQUIREMENTS AND QUALIFICATIONS:

Education: High School education or equivalent.

Experience: None. On the job training provided.

JOB SUMMARY:

The primary purpose of your job position is to assist each resident with activities of daily living that the resident is unable to perform without help, always fostering the resident's independence and freedom of choice in accordance with the resident's assessment and care plan, and as may be directed by your supervisor or nurse.

DUTIES AND RESPONSIBILITIES:

- Record and document all entries in an informative and descriptive manner on the appropriate chart.
- Report all changes in the resident's condition to the LPN/Facility Coordinator as soon as practical.
- Review care plans weekly to determine if changes in the resident's daily care routine have been made on the care plan
- Participate in and receive the care report upon reporting for duty.
- Answer resident calls promptly.
- Make resident comfortable and secure.
- Assist resident with dental hygiene, bathing, hair care, eye and ear care, nail care (except for diabetic residents) as needed.
- Perform special treatments and cares as instructed.
- Assist residents in preparing for activity and social programs, medical appointment/tests, visitors, etc.
- Give whirlpool baths
- Report all complaints and grievances made by the resident.
- Change bed linens and make beds; Put extra covers on beds as requested.
- Keep residents comfortable and report any signs of need for incontinent apparel.
- Assist residents with dental hygiene, bathing, hair care, eye and ear care, nail care (except for diabetic residents) as needed.
- Assist residents with dressing/undressing, as necessary. Clothing should be clean and appropriate for the season.
- Assist residents with packing/unpacking their personal possessions when they are moving in being transferred or being discharged or for appropriate storage.
- Assist with lifting, turning, moving, positioning, and transporting residents into and out of beds, chairs, bathtubs, wheelchairs, lifts, etc. when requested or needed.
- Assist residents to walk with or without self-help devices as instructed.
- Assist to perform restorative and rehabilitative procedures as instructed.
- Check each resident routinely to ensure that his/her personal care needs are being met in accordance with his/her wishes.
- Responsible for participating in and supporting the resident centered activity program.

- Serve food trays; assist Culinary Department, as necessary. Serve between meal and bedtime snacks as requested.
- Cooperate with inter-departmental personnel, as well as other facility and corporate personnel to ensure that residential services can be adequately maintained to meet the needs of the residents.
- Assist to train new staff.
- Watch for and report any change in room temperature, ventilation, lighting, etc.; Identify potential maintenance issues.
- Report to the Facility Coordinator/LPN if the emergency call system is not working appropriately.
- Check rooms for food articles (i.e., food in proper container, spoiled refrigerator items, etc.).
- Dust tables, chairs, desks, cabinets, lamps/light fixtures, wall vents, handrails, ceiling fans, baseboards, and blinds.
- Check sofas/chairs for debris and vacuum, dust, and spot clean sofas/chairs.
- Vacuum carpet, sweep and mop floors. Spot clean carpet.
- Clean and sanitize bathrooms. Refill toilet paper.
- Clean mirrors. Clean and water plants.
- Empty trash. Take trash to dumpster.
- Keep residents' personal possessions neatly and properly stored
- Keep floors dry. Clean spills immediately. Keep excess supplies and equipment off the floor.
- Wash wheelchairs, walkers, etc., as instructed. Clean, disinfect, and return all resident care equipment to its designated storage area after each use.
- Perform day-to-day laundry functions as assigned.
- Perform assigned tasks in accordance with established laundry procedures.
- Collect and sort soiled laundry, linen, garments, etc., and place in appropriate containers or assigned areas.
- Sort soiled laundry, separate items, spot treat, fold, stack, hang, and distribute clean laundry to residents.
- Clean inside and outside of washers/dryers. Empty the lint traps.
- Other duties as assigned.

JOB EXPECTATIONS:

- Follow established safety precautions when performing tasks and using equipment and supplies.
- Assure that work performance is to the best of ability and effort.
- Be accountable for use of time.
- Adhere to work schedules as closely as possible including time and attendance. Proper notification of an absence is essential.
- Exhibit a clean, neat, and professional appearance. Adhere to the appearance and dress codes of the facility.
- Assure that work/assignment areas are clean and that equipment, tools, supplies, etc., are properly stored at all times, including before leaving such areas for breaks, mealtimes, and end of the workday. Assure that assigned work areas are maintained in a clean, safe, comfortable, and attractive manner. Report all hazardous conditions or equipment.
- Assure that established infection control practices are always maintained.
- Must be able to deal tactfully with co-workers, residents, family members, visitors, government agencies and the public.
- Follow established department and facility policies and procedures.
- Complete proper reports and forms when required as established by department and facility policies and procedures and/or as requested.
- Report all accidents/incidents.
- Manage unanticipated events in a professional and calm manner.
- Must work harmoniously with residents and with other staff in all departments.
- Must represent facility in a calm and pleasant manner.
- Attend and participate in in-service educational classes, departmental meetings, staff meetings, and committee meetings.
- Maintain the confidentiality of resident, physician, and co-worker information.

- Honor the residents' personal and property rights.

PHYSICAL DEMANDS:

Must be able to move intermittently throughout the workday.

Must be able to speak and write the English language in an understandable manner.

Must be able to cope with the mental and emotional stress of the position.

Must be able to see and hear or use prosthetics that will enable these senses to function adequately to ensure that the requirements of this position can be fully met.

Must function independently and have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.

Must meet the general health requirements set forth by the policies of this facility.

Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and, at times, hostile people within the facility.

Must be able to push, pull, move, and/or lift a minimum of 50 pounds to a minimum height of 3 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 12 feet.

May be necessary to assist in the evacuation of residents during emergency situations.

Reasonable Accommodation Statement

Consistent with the Americans with Disabilities Act (ADA) and state civil rights law, it is the policy of Bethesda Home of Aberdeen to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact the Human Resources Department at 605-225-7580, lynnwanner@aberddeenbethesda.org.

ACKNOWLEDGMENT

I have read this job description and fully understand the requirements and expectations set forth therein. I hereby agree to abide by all standards, policies, and procedures of the facility. This job description is intended to convey the general scope of the major duties and responsibilities inherent in this position. Other tasks not listed may be assigned. Periodic revision may be necessary to reflect changes in expectations placed on long term care by various governmental agencies.

I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants and hazardous chemicals and that the facility will provide to me instructions on how to prevent and control such exposures

I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself and that such termination can be made with or without notice.

Date

Signature – Resident Associate

