

# Personal Care Assistant Leader

<b>Department</b>	Resident Care
<b>Reports To:</b>	Resident Care/ Service Director
<b>Date Revised:</b>	

## **Job Summary:**

This position provides direct care assistance to the resident in a manner that meets or exceeds Community expectations, including being familiar with and prepared to fulfill responsibilities as outlined in the following position descriptions:

- Personal Care Assistant to Residents
- Laundry/Housekeeper
- Dishwasher/Kitchen Helper
- Bus Helper

## **Job Duties:**

### **Essential Functions**

- Support the mission, vision, and culture of the organization through positive communication and leadership.
- Contribute to Community relationships by demonstrating cooperation and professional conduct with residents, families, fellow associated, physicians, pharmacies and other vendors or persons.
- Contribute to team effort by flexible in work assignments; by furnishing support; by taking initiative; and by understanding how this position affects and compliments all other Community positions.
- Able to maintain work place appropriate to given work load. Perform activities on schedule while maintaining regular attendance and punctuality within specified tolerance.
- Provide assistance (or reminders) with activities of daily living including grooming, oral hygiene, bath/shower, hair cleaning and brushing, and meals, as needed.
- Provide assistance with resident's personal environment (e.g. clothing, linen, and personal belongings).
- Lift and/ or transfer residents as needed.
- Assist in meal preparation/presentation, serving to resident, and other dining related responsibilities.
- Make resident rounds.
- Report changes in resident's condition to the supervisor and record when directed.
- Maintain an orderly environment by performing general scheduled housekeeping for residents involving cleaning laundry, bedrooms, dining area, living space, bathrooms, kitchen, etc.
- Initiate and participate in leisure activities provided for residents; encourage resident to socialize and participate in planned activities and programs to develop friendships with other residents.
- Work hand and hand with other care staff and activities department in implementing the "Happiness Program".
- Promotes a positive, respectful, and supportive environment for all residents, co-workers, families and guest.
- Able to maintain work place appropriate to given work load. Perform activities on schedule while maintaining regular attendance and punctuality within specified tolerance.
- Follow proper procedures in emergency situations and respond promptly and positively to resident requests for assistance, including emergency pull cords, telephone calls, and requests from family and friends.

## **Personal Care Assistant Leader**

- Correct and prevent environmental hazards in an appropriate and safe manner while observing universal precautions and infection control procedures.
- Immediately report any suspected abuse, neglect or misappropriation of resident funds or property to immediate supervisor.
- Perform work assignments and attend required in-service training
- Assist supervisor with administrative tasks, including:
  - Functioning as point of contact during shift for communication between supervisors, doctors, and families.
  - Stock medical and office supplies on a daily basis.
  - Daily follow up on bath schedules and vital signs (blood pressure, weight, and respiration, etc.).
  - Check residents' files daily for appropriate and necessary signatures.

### **Added Responsibilities**

- Respond appropriately to changes in the work setting.
- Be familiar with The Gardens at Park Balboa & Procedures Manual and the employee Handbook
- Perform other related assignments as required.
- Attend required in-service training.

### **Accountabilities:**

- Act on constructive feedback by listening to supervisor(s), customers and peers and use it to improve performance.
- Maintain resident, employee and community confidentiality.
- Respect Resident's Rights.
- Demonstrate positive attitude and ability to work well with all people, particularly the elderly.
- Promote positive work environment that emphasizes teamwork.
- Demonstrate willingness to help other staff whenever needed.
- Observe standard precaution procedures and all safe workplace measures.
- Report any suspected or observed abuse, neglect or misappropriation of property or funds of a resident to the appropriate licensing agencies.
- Perform duties under the direction of a licensed nurse, within the scope of certified practice, and within verified skills competency.
- Pursuant to state regulations, must remain awake.

### **Job Specifications:**

#### **Skill**

- This position prefers a high school diploma or equivalent certificate and a complete history in a similar facility.
- Must possess valid First Aid Certifications and, according to state regulations, may need to possess current CPR, Certified Nursing Assistant Certification, state certifications, and pass an examination and/or skill evaluation. Also, must meet requirements for continuing education and maintain all license(s).

#### **Effort**

- Maintain mental alertness, attention, and concentration for necessary periods.

The physical demands described must be met by every associate. Reasonable accommodations may be considered to enable individuals with disabilities to perform essential job functions.

**Working Conditions**

- Must be willing and able to work required and scheduled shifts, including evenings, weekends, overtime and holidays.
- The noise level in the work environment is usually moderate to noisy.