

Grand View Manor: Job Description

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Position Title: Resident Assistant
Supervisor's Title: Administrator or Assistant Administrator
Exempt (Y/N): N Hourly/Salaried (H/S): H

This Job Description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job related duties may be required. It does not create a contract of employment. Reasonable accommodations that do not cause an undue hardship on Grand View Manor will be considered as required by local, state, or federal law.

1. SUPERVISED BY

This position is supervised by the Administrator or Assistant Administrator. The Administrator or Assistant Administrator has the authority to direct the work of and evaluate this position. Comments are made through verbal and written instructions and by physical demonstration, as necessary.

2. SUPERVISES

This position supervises no one.

- 3. JOB IS:** Full-time/part-time/per diem
4. WORK BREAKS: As time permits and with permission of the supervisor
5. WORK SCHEDULE: Hours vary
6. SPECIAL SCHEDULE: Available, as necessary, unless prior arrangements have been made with the supervisor

- 7. EFFECTIVE DATE:** June 1, 2005

8. POSITION PURPOSE

The purpose of the position is to effectively, efficiently, and safely meet all job requirements, abilities, accountabilities, and goals.

9. MINIMUM REQUIREMENTS TO HOLD THIS POSITION

The requirements of the position include the skill, experience, licenses, certifications, and training typically necessary to meet the position purpose.

10. ESSENTIAL GENERAL ABILITIES (Fundamental abilities required to hold this job.)

- Accurately complete administrative forms and reports in a timely fashion
- Adhere to all rules, regulations, and procedures, including those necessary to maintain required licenses, certifications, and/or registrations
- Apply common sense understanding to carry out instructions
- Attend meetings requested by supervisor
- Carry out job functions with or without supervision and without posing a direct threat to the health or safety to self or others
- Communicate effectively and read labels and written instructions which are typically in English
- Effectively and efficiently carry out written and verbal job related instructions

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- Exercise courtesy and tact when dealing with others including maintaining socially appropriate behavior
- Exercise sound judgment when evaluating situations, when offering positive suggestions, and when making decisions
- Maintain acceptable attendance/punctuality standards
- Maintain quality and quantity work standards
- Request assistance when appropriate, including but not limited to, the safe and efficient use and operation of equipment, tools, machines, and vehicles
- Respond to inquiries and/or complaints in a timely and professional manner
- Safely perform all job functions
- Understand and comply with safety, personnel, and other policies and procedures
- Work effectively and harmoniously in a culturally and ethnically diverse work force
- Work in coordination with others
- Work under pressure typically associated with this type of position

11. ACCOUNTABILITIES AND GOALS

- Accountabilities and goals may change somewhat frequently since they focus on more specific tasks and duties. Refer to the separate "Accountabilities and Goals" document for this position.

12. TASKS AND DUTIES

- Check designated area at beginning of shift for posted notes, memos, etc. Date and sign all notes or messages you write.
- Follow specific guidelines pertinent to your shift. Put resident need ahead of your shift responsibilities. However, report to next shift the duties which you were unable to complete.
- Use time wisely. Be organized.
- Each shift is to help each other shift to complete all duties.
- Be flexible to changed routines and procedures as the facility grows.
- Communication is important between you and residents, fellow employees and supervisors. Please speak up and ask questions, report problems and use common courtesy to all.
- Some residents have speech problems and hearing problems, be patient with them and always face them and speak slowly and do not shout. Some residents have visual problems and do not assume they can see all instructions given. Get to know the resident's limitations.
- Ask residents how they want you to help them with their baths and report if you feel it is not satisfactory.
- Personal information regarding residents may not be repeated or discussed with other resident, visitors or outside the facilities with non-employees. Resident's privacy is to be respected at all times.
- You may not accept money or gifts from residents over \$5.00 without supervisor's permission.
- NEVER MOVE ANY RESIDENT. IF YOU HAVE DIFFICULTY, GET HELP. Use proper transfer techniques and body mechanics when assisting residents. Ask how if you are not sure how to do the procedure.
- Clean up spills immediately and look for dangerous situations where tripping or falling could occur and remedy the situation. If a resident falls, check them thoroughly before they are moved.

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- Neatness counts, with yourself, residents, and the facility.
- Resident phones are not to be used by the staff, emergencies only. Staff is to use the business phones located throughout the building and should limit calls to 5 minutes.
- When activities are planned, help bring residents into the area and help with or participate in the activity as directed.
- Report the following resident problems to supervisors:
 - Rashes, bruises, lumps, blisters or other skin problems
 - Changes in resident's condition
 - If toe or fingernail care is needed
 - Realistic resident complaints
 - Broken equipment
 - When a resident is low on incontinent care items
 - When a resident falls or is injured
 - When you yourself are injured

13. ATTENDANCE

Grand View Manor is not a large facility with a large employee pool to draw from. Additionally state regulations require minimum staff levels in the building at all times. Therefore attendance for Resident Assistants is taken very seriously at Grand View Manor. People's safety and well being are a function of your job.

Employee's initials: _____ Administrator's initials: _____

Calling in Sick

Call in as soon as you feel that you may not be able to make it in to work. A minimum time period would be 3-4 hours before your scheduled shift. You may be required to produce a doctor's note depending on the circumstance.

Employee's initials: _____ Administrator's initials: _____

Tardiness

By being tardy you not only miss getting report from the previous shift but you also undercut the staff level in the facility during the period you are late. Calling in and reporting a potential tardiness to a supervisor (Administrator) early is important. If you don't show up we may have to assume you will not show up and we need to start the process to substitute your shift. Being late up to an hour is considered being tardy and tardiness is an attendance issue and will be disciplined.

Employee's initials: _____ Administrator's initials: _____

No Show

Not reporting to work and not informing a supervisor (Administrator) personally so that adequate staffing can be arranged causes the facility break staff level laws and place the residents in danger and therefore Grand View Manor does not tolerate "No Shows" and this is grounds for immediate dismissal.

Employee's initials: _____ Administrator's initials: _____

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Walk Offs

Leaving the building and/or the grounds and not informing a supervisor (Administrator) for non-scheduled breaks or assignments leaves the residents in danger. Therefore Grand View Manor does not tolerate this and depending on the circumstances the company may choose to file criminal charges of endangerment against you.

Employee's initials: _____

Administrator's initials: _____

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14. PHYSICAL DEMANDS OF JOB

NOTE: In terms of an eight (8) hour workday: “Never” equals less than 1%; “Occasionally” equals 1% - 33%; “Frequently” equals 34% - 66%; “Continuously” equals 67% - 100%.

- IA. In an eight (8) hour workday, this job requires the physical ability to CONTINUOUSLY:
 - A) Sit for up to: 2 hours
 - B) Stand for up to: 1 hour
 - C) Walk for up to: 1 hour

- IB. During an ENTIRE eight (8) hour workday, this job requires the physical ability to:
 - A) Sit for up to: 4 hours
 - B) Stand for up to: 4 hours
 - C) Walk for up to: 4 hours

- II. Job requires the physical ability to LIFT or CARRY
 - A) Up to 55 pounds occasionally
 - B) Up to 10 pounds frequently

- III. Job requires the physical ability to PUSH or PULL
 - A) Up to 55 pounds occasionally
 - B) Up to 10 pounds frequently

- IV. Job requires the physical ability to use hands and arms for repetitive actions such as above shoulder reaching, simple grasping, and fine manipulation

- V. Job requires the physical ability to function in activities involving:
 - A) OCCASIONALLY: Squatting, climbing
 - B) FREQUENTLY: Bending and reaching

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JOB DESCRIPTION

I have reviewed my Job Description which is designed to accurately reflect job duties. I understand the Job Description:

- may not be all-inclusive and other job related duties may be required
- is designed to accurately reflect job duties
- does not create a contract of employment nor does it change the job holder's at-will employment status

I understand that if the job requires reasonable accommodations that do not cause an undue hardship on Grand View Manor, that Grand View Manor will consider them as required by local, state, or federal law.

I have read and understand my Job Description. I am able to abide by and adhere to its contents.

Job Description Title: Resident Assistant

Today's Date: _____

Printed Name: _____

Signature: _____