



# VICINIA GARDENS

## Resident Assistant Job Description\*

### Resident Assistant-RA Job Description

\*includes position details for those with Weekend Supervisor & or Lead, (supervisor in charge) requirements also.

#### **Summary of Position:**

Provides direct care to the residents, following the needs of the residents, treating each resident with dignity and respect, recognizing individual needs and encouraging self-independence. Promoting a warm, homelike atmosphere throughout the residency.

#### **Essential duties and Responsibilities:**

Includes all the following duties assigned as well as any duty deemed necessary by management\*.

1. Assist residents with activities of daily living including, bathing, dressing, grooming, toileting, transferring to and from meals according to the individual's needs. Allows and encourages residents to do as much on their own as possible (with supervision if needed).
2. Serves meals to residents in their dining room or personnel room. May assist preparing meals following preplanned menus, encourages residents to eat a proper diet and take adequate fluids while respecting the resident's right of free choice. Reports changes in residents eating habits to the supervisor.
3. Encourages residents to participate and socialize in the planned events or programs and to develop friendships and relationships with other residents.
4. Maintains resident's records daily in a timely manner and in accordance with company policy and procedures. This includes documentation related to medication administration, leisure activities, incidents and observations, charting any changes with resident's physical condition and/or behavior, visitors, etc..... Observations and documents the health and emotional condition of each resident promptly reporting of all changes to the supervisor.
5. Assist residents with medication as defined in medication procedure. Supervises residents who self-administer medication. Administers medications following physician's orders to residents who cannot self-administer their medication. Exhibits understanding of and follows medication policies and procedures.
6. Maintains a clean, safe orderly living environment for the residents. May perform general housekeeping duties such as cleaning bedrooms, dining area, bathrooms, common social areas, kitchen, etc.....
7. Change bed linens, washes resident's personal laundry and puts it away.
8. Responds promptly and positively to resident requests for assistance, including emergency call lights, telephone calls, and requests from family and friends.
9. Follows proper procedures in emergency situations and obtains additional assistance if necessary.
10. Knows location of each resident this includes reminding them to sign in and out when they leave the building.
11. Notifies the supervisor immediately if unable to locate a resident.



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12. Answer phones
13. Enter passes per shift
14. Vitals

**The Weekend Supervisor** is an On-Call shift for the campus, normally lasting from Friday morning through Monday morning at least two times per month, unless otherwise arranged with the Resident Director. The Weekend Supervisor:

- a. handles all schedule issues and coverages while on call
- b. reports to the designated manager as needed
- c. communicates with the staff and families during the weekend hours
- d. completes weekend report & turns it in on Monday mornings.

**A Resident Aide that is also a Lead** is someone that has the experience and capabilities to be Supervisor in charge. Each shift that a Director is not available to be in charge, has a pre-determined scheduled Lead person that is indicated on the Employee Schedule that is posted.

In addition to regular Resident Assistant responsibilities, an identified Lead person on shift has the responsibility and authority to:

- a. assure that residents are treated with kindness and respect.
- b. protect residents from accidents and injuries
- c. be responsible for safety of residents in case of emergency
- d. exhibit leadership skills, as well as promote teamwork
- e. be responsible for any “extra” duties that are requested from Resident Director to ensure quality resident care

**Journey person(s)** are employees that are qualified to be Weekend Supervisor, Lead Employees, or those that hold or have held a Certified Nursing Assistant or Medical Assistant Certification. These employees are considered competent and authorized to work at Vicinia Gardens as a Journey person as long as they are not actively seeking an Apprenticeship in a Certified Nursing Assistant role.

**Company Mission:** To act as the advocate for each and every resident in allowing them a healthy, comfortable and dignified quality of life while promoting the socialization and human relationships.

**Company Philosophy:** Our philosophy is to act in the best interest of our client even if it conflicts with our own!

### **Company Ideas and Responsibilities:**

To create a working environment of principles, high standards of service, responsibilities, positive motivation, teamwork, pride, and at the same time enjoy the atmosphere that we have created.

Understanding that change is difficult for our residents and their families,



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Protecting the safety of our resident's privacy and confidentiality with regards to company records and information.

### **High Standard of Work Ethic and Attendance:**

Maintains neat appearance, good personal hygiene, and appropriate attire.

Participates in required training, in servicing, and scheduled meetings.

Unifying the teamwork philosophy.

### **Supervisory Responsibilities:**

There are no direct full supervisory responsibilities within the position. There is however some overseeing, and training involved with new staff.

### **Qualifications:**

To perform this job, an individual must be able to perform each essential duty satisfactory. The requirements listed below are an example of the needed knowledge, skill and/or ability requirements. Possible accommodations may be made to enable individuals with handicaps or disabilities to perform the essential functions.

### **Education/Experience:**

High school diploma or general education (GED) and three months of related experience is helpful and/or training in direct care of older adults, or equivalent of education and experience.

Basic knowledge of behavioral types, dementia and Alzheimer's is helpful. Additional training will be provided upon hire.

### **Language Skills:**

Must have the ability to read and understand basic instructions, short correspondence and memos. Must have the ability to write simple correspondence, Need the ability to effectively communicate, present one-on-one and in small group situations to residents, their relatives, and other employees of the company. Must be able to speak and communicate clearly in English.

### **Mathematical Skills:**

Must have the ability to add and subtract two-digit numbers and to multiply by 10's and 100's. Ability to perform these operations using units of American weight measurement, volume, and distance.

### **Reasoning:**

Having the ability to apply common sense and understanding in how to carry out instructions furnished in writing, oral, or diagram form. Ability to deal with problem solving variables in standard situations. Uses good judgment in emergency situations and gets help when needed.



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**Certificated Licensing, Registrations (may vary based on state regulations):**

- Basic CPR
- First Aid Training
- Environmental Emergencies
- Participation in in-service sessions
- Medication assistance training course and testing
- Resident Rights
- OSHA

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions. While performing these duties of this job, the employee is regularly required to talk or hear. The employee is also required to stand, walk, using hands, handle or feel, and reach with hands and arms. The employee is occasionally required to sit, stoop, kneel, and crouch. The employee must regularly lift and/or move up to 5 pounds, frequently lift and/or move up to 20 pounds, and occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, depth perceptions, and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee will encounter while performing the essential tasks of this job. Reasonable accommodations may be made in certain situations in order to perform these functions.

While performing the duties of this job, the employee is frequently exposed to blood borne pathogens. The environment characteristic of a facility in which healthcare is provided to the frail elderly. The noise is usually at moderate level.

The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed, as an exhausted list of responsibilities, duties, and skills required of personnel so classified.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Resident Assistant

Signature/Print \_\_\_\_\_ Date \_\_\_\_\_  
Resident Assistant