# TITLE: Resident Care Assistant

**LAST REVISED: December 22, 2016**

# REPORTS TO: Administrator

**METHOD OF PAY: Hourly**

**PURPOSE OF POSITION:**

The primary purpose of all staff is to create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout each section and all shifts. To also provide care to residents with respect to the compliance with our rules of conduct, employment policies, and in accordance with current federal, state, and local standards, guidelines, and regulation that govern the facility to ensure that the highest degree of quality of care is maintained at all times.

**ROLE AND RESPONSIBILITY:**

* Provide assistance with the day-to-day functions of the Residents in accordance with current rules, regulations and guidelines that govern the Personal Care Facility.
* Make written reports/recommendations concerning the activities of your shift as required.
* Cooperate with other resident service disciplines when assisting with resident care to ensure that the resident’s total regimen of care is maintained.
* Ensure that work and cleaning schedules are followed per Policies and Procedures.
* Interpret the department’s policies and procedures to personnel, residents, families, visitors and government agencies as required.
* Assist with Admitting, transferring, and discharging residents as required.
* Report all accidents/incidents
* Charting And Documentation
* Medication Assistance Functions

**KEY STRENGTHS AND REQUIREMNTS:**

* Must be able to push, pull, move, and/or lift a minimum of 50 pounds to a minimum height of 5 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 10 feet.
* Must be flexible in willingness and ability to work beyond normal duty hours, including weekends, and in other situations as needed to meet the requirements of Magnolia Manor residents.

**EDUCATION / EXPERIENCE:**

* Must possess, as a minimum, a high school diploma or equivalent
* Minimum of 6 months to 1 year previous experience is preferred