

Ebenezer		Staff Position	
POSITION DESCRIPTION			
Position Title: Resident Assistant		Status: (X) Non-exempt () Exempt	
Entity/Department Name: Assisted Living		Date: June 2017	
Position Summary: This position is responsible for providing personal care and designated health-related services to enhance and/or maintain the tenants/residents' physical and emotional well being.			
#	Major Responsibilities (describe major functions, activities or areas for which position is responsible).	Skills, Knowledge and Abilities required	
1.	Assists residents with personal cares including but not limited to: <ul style="list-style-type: none"> Bathing/showering Foot and fingernail care Shaving Dressing Assistance with use of hearing aids and/or glasses Hair care Feeding Toileting Escorts 1-2 person transfers and use of mechanical lift 	Ability to interact empathetically with tenants/residents. Ability to perform personal cares and meet tenant/resident needs. Ability to prioritize and organize work. Ability to remain calm and handle difficult situations tactfully.	
2.	Provides health-related services as directed: <ul style="list-style-type: none"> Assists with treatments per individualized care plan under the direction of the Registered Nurse. (includes blood glucose monitoring) Administers medication or assists with this under the direction of the Registered Nurse. (includes insulin injections) Takes and records temperature, blood pressure, pulse and respiration under the direction of the Registered Nurse. 	Technical skills related to the specified medical procedures. Ability to understand and take direction from the Registered Nurse.	
3.	Performs specified home services: <ul style="list-style-type: none"> Performs laundry service per schedule. Follows cleaning schedule for the shift worked. Delivers meal trays. Assists with meal service in dining room. Assists with preparing for and/or facilitating resident social and recreational activities as assigned and as requested. 	Ability to interact empathetically with tenants/residents. Ability to understand meal plans and prepares meals accordingly. Knowledge of cleaning procedures and proper use of cleaning products.	

4.	<p>Observes tenants/residents and reports status to appropriate staff.</p> <ul style="list-style-type: none"> • Notifies appropriate staff of changes in physical and/or emotional conditions such as change in attitude or mood, loss of appetite, change in weight. • Serves as a mandated reporter and reports any concerns regarding potential mistreatment • Offers pertinent observations and input. • Responds appropriately to resident and building emergencies. 	<p>Observation skills.</p>
5.	<p>Assists with the onboarding of new Resident Assistants</p> <ul style="list-style-type: none"> • Assists with orienting new team members to their position and the community • Welcomes new staff • Demonstrates proper resident care procedures • Offers appropriate feedback and encouragement to new employees • Creates a friendly and welcoming atmosphere 	<p>Knowledge of proper care procedures</p> <p>Ability to be warm and welcoming</p>

#	Universal Responsibilities for all Staff Positions
1.	Customer Focus: Responds to customer needs in a timely and courteous manner. Treats customers with dignity and respect. Deals with confidential information appropriately.
2.	Communication: Has good listening skills. Communicates in a clear and concise manner. Keeps others informed and shares information appropriately.
3.	Problem Solving: Assesses what needs to be done and responds accordingly. Suggests solutions to problems. Makes good decisions.
4.	Teamwork: Cooperates and puts forth a good effort to achieve the work group's goals. Offers to assist co-workers. Appreciates individual differences and is willing to accept other's opinions.
5.	Dependability: Meets attendance and punctuality expectations. Follows responsibilities through to completion. Accepts responsibility for his/her decisions and actions.
6.	Safety: Uses proper body mechanics. Follows safety policies and procedures. Ensures that work areas are orderly, clean and free of hazards.
7.	Productivity: Completes assignments and duties in a timely manner. Prioritizes tasks and manages time well.
8.	Quality Improvement: Works to prevent errors and to improve processes and services.
9.	Interpersonal Skills: Strives to understand and accept differences among co-workers and customers. Handles conflict in a positive manner. Shows respect for the needs and feelings of others.
10.	Cost Control: Uses supplies and resources carefully and efficiently. Looks for ways to reduce costs when possible.
11.	Professional Development: Maintains current knowledge in field and licensure/certification if applicable.

Minimum Qualifications required to fulfill position responsibilities		
Education: Identify below the approximate level of education needed to perform this job.		
	Required	Preferred
Less than high school/No Formal Education Required		
High school Diploma/GED		X
Vocational/Technical Training or Associate Degree: CNA or HHA Certification		X
Nursing Assistant Course		
Bachelor's Degree: List -		
Advanced Degree: List -		
Other License/Certification/Registration: List – Satisfy the Minnesota Home Care licensure qualification, training, and competency for unlicensed staff found in Statue 144A.4795 subd. 3	X	

Experience: Identify below the approximate level of experience needed to perform this job.		
	Required	Preferred
None to 1 Year	X	
One to Three Years		X
Three to Five Years		
Five to Ten Years		
At least Ten years		

Additional requirements: List position requirements not described above (e.g., computer hardware/software, other office equipment, laboratory equipment, prior supervisor experience, etc.)		
	Required	Preferred
Ability to use technology in the form of computers, hand held devices, cell phone, fax machines.	X	

Job Title(s) to which this position reports: RN – Director of Health Services
Job title(s) that directly report to this position: None
Special Considerations (unique elements of this position, if any): Must be able to respond to emergency situations and manage private resident issues with dignity and respect.

Physical and Mental Demands (The Americans with Disabilities Act requires employers to make reasonable accommodations for a person with a disability. This information is needed to assist Ebenezer in meeting these obligations.)

PHYSICAL DEMANDS: (FREQUENCY BASED ON AN 8 HOUR SHIFT)	OCCASIONALLY 1-2.5 HR	FREQUENTLY 2.5-6 HR	CONTINUOUSLY 6-8 HR
STANDING			X
WALKING		X	
SITTING	X		
REACHING ABOVE SHOULDERS	X		
REACHING WAIST LEVEL		X	
REACHING BELOW KNEE	X		
CLIMBING	X		
LIFTING ABOVE SHOULDER - <u>20</u> MAX # LBS.	X		
LIFTING WAIST LEVEL - <u>40</u> MAX # LBS.	X		
LIFTING BELOW KNEE - <u>40</u> MAX # LBS.	X		
CARRY ABOVE SHOULDER	X		
CARRY WAIST LEVEL		X	
CARRY BELOW KNEE	X		
WRITING	X	X	
PUSHING		X	
HEARING			X
SQUAT/KNEELING		X	
REPETITIVE ACTIONS	X		
KEYBOARDING	X		
DRIVING			
SPEAKING			X
SEEING/VISUAL			X

PHYSICAL ENVIRONMENT

	NOISE		FUMES/GASES	X	CHEMICALS (CLEANING)
X	HEAT/COLD	X	HUMAN TISSUE/FLUIDS	X	BIOHAZARD MATERIALS
X	INFECTIOUS DISEASE	X	ANIMAL TISSUE/FLUIDS		DIRT
	MOVING MACHINERY		RADIATION		LASERS
	VIBRATION		WET/HUMID ENVIRONMENT	X	WORK INSIDE
X	WORK OUTSIDE	X	TELEPHONE USAGE		

MENTAL DEMANDS

X	READING - ENGLISH	X	FREQUENT INTERRUPTIONS	X	MULT CONCURRENT TASKS
X	WRITE - ENGLISH	X	DETAILED WORK	X	FREQUENT DEADLINES
X	IRREG WK SCHEDULE		MATH APTITUDE	X	ORGANIZATIONAL SKILLS
	SUPERVISORY SKILLS	X	DECISION MAKING SKILLS	X	ABILITY TO WK W/OTHERS
X	FREQ. PEOPLE CONTACT		CONCENTRATION REQ	X	ABILITY TO WK INDEPEND

SPECIAL CONSIDERATIONS: