MAPLE COURT SENIOR CARE RESIDENT ASSISTANT

Job Description updated 8-25-25

Purpose of Job Position

The primary purpose of your job position is to provide the residents with daily support services in accordance with our established resident care procedures, as may be directed by the Wellness Director.

Delegation of Authority

As a Resident Assistant you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

Job Functions

_____Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

MAJOR DUTIES & RESPONSIBILITIES

Administrative Functions

- Record required entries on communication books, forms, incident reports (if instructed), etc.,in an informative and descriptive manner.
- Report all accidents and incidents you observe or that may be communicated to you and complete required documentation.
- Report all changes in the resident's condition to the Wellness Director immediately.

Admission, Transfer, and Discharge Functions

- Participate in welcoming new residents.
- Assist new residents and their families, if needed, during move-in.
- Assist residents with packing when they are being discharged, if requested, or if admitted to hospital if requested and time allows.
- Assist with resident with loading/unloading as necessary.

Personnel Functions

- Follow work assignments, and/or work schedules in completing and performing your assigned tasks.
- Perform all assigned tasks in accordance with our established policies and procedures, as instructed by your supervisor.
- Notify the supervisor if you will be late.
- Comply with all attendance requirements including finding your own replacement when you must be absent. If you cannot find your replacement, you must contact your supervisor at least 2 hours before the shift begins.
- Cooperate with activities, culinary and housekeeping staff to assure that services are adequately maintained to meet the needs of the residents.
- Create and maintain an atmosphere of warmth, personal interest, and positive emphasis, as well as a calm environment throughout the workplace.
- Meet with your supervisor on a regularly scheduled basis to assist in identifying and correcting problem areas, and/or the improvement of services.

Personal Care Functions

- Discuss with outgoing shift resident condition, obtain keys, walkie talkies and beeper, and read communication book upon reporting for duty.
- Assist residents with daily dental and mouth care (i.e. brushing teeth/dentures, oral hygiene, special mouth care, etc.), as necessary.
- Assist residents with dressing/undressing as necessary.
- Assist residents with hair care (i.e. combing, brushing, shampooing, etc.), as necessary.
- Make beds neatly.
- Change all soiled bed linens and wash immediately.
- Assist with bowel and bladder functions and clean-up occasional incontinence accidents, as necessary. Remove all soiled incontinent products and pads immediately.
- Assist residents with preparing for medical tests and doctors appointments, as necessary.
- Assist residents in preparing for activity and social programs, as necessary.
- Follow established policies concerning exposure to blood/body fluids.
- Assist in transporting residents to/from meals, activities and social programs, as necessary.
- Assist with lifting, turning, moving, positioning, and transporting residents into and out of beds, chairs, showers, etc., as necessary.
- Answer resident emergency calls promptly.
- Assist residents in walking with or without self-help devices as instructed.
- Check residents routinely, per their assessment, to assure that their personal care needs are being met.

Special Care Functions

- Watch for and report any change in suite temperature, ventilation, lighting, etc.
- Observe and report any changes in resident condition (including appetite, skin conditions, mental status, etc.)

Culinary Functions

- Prepare residents for meals (i.e. take to bathroom, wash hands, comb hair, assist to/from dining room, etc.) as necessary.
- Serve plates - wearing aprons. Assist with meals as needed (assist with dining room supervision, etc.)
- if necessary, assist residents with identifying food arrangements for those who are in need of such service (i.e. informing residents with sight problems of foods that are on the plate, where items are located, if items are hot/cold, etc.)
- Record any changes in the resident's eating habits, including meal refusals and decreased appetite.
- Assist with cleaning the dining room following meals.
- Set the dining room up for the next meal, including tablecloths, placemats, etc. as per the community linen process.
- Perform resident after meal care (i.e. remove trays, clean residents' hands, face, clothing, take to bathroom, brush teeth, clean dentures, etc.)
- Check rooms for plates, silverware, glasses, etc. and return to kitchen
- Deliver Room Trays if requested.

Staff Development

- Attend and participate in scheduled training and educational classes.
- Attend and participate in scheduled orientation programs and activities.

Safety & Sanitation

- Notify the supervisor of any residents leaving/missing from the residence.
- Keep floors dry. Clean-up spills immediately.
- Keep excess supplies and equipment off the floor and properly stored.
- Keep residents' personal possessions off the floor and properly stored.
- Follow established smoking regulations. Report all violations.
- Report all hazardous conditions and equipment to the supervisor immediately.
- Follow established safety precautions in performance of all duties.
- Report all safety violations.
- Before leaving the work area for breaks or at the end of the work day, store all equipment and supplies.
- Wash hands before and after performing any service for the residents.
- Wash chairs, walkers, etc., as instructed.
- Clean, disinfect, and return all resident care equipment to its designated storage area after each use.
- _____Perform routine housekeeping duties of common areas as your shift requires.
- Report any communicable or infectious disease that you contract to the Director immediately.
- Wash, dry and fold resident laundry appropriately.

Equipment & Supply Functions

- Use only the equipment you have been trained to use.
- Operate all equipment in a safe manner.
- Use only the equipment and supplies necessary to do the job. Do not be wasteful.
- Report defective equipment to your supervisor.
- Inform the supervisor of your equipment and supply needs.

Resident Rights

- _____Maintain the confidentiality of all resident information. Do not take pictures, videos or recordings of residents.
- Ensure that you treat all residents fairly and with kindness, dignity, and respect.
- Ensure that all care is provided in privacy.
- Knock before entering and the residents' suites.
- Report all grievances and complaints made by residents to the Executive Director or Wellness Director.

Working Conditions

- _____Works anywhere throughout the community as assigned.
- Sits, stands, bends, lifts, and moves intermittently during working hours.
- Is subject to frequent interruptions.
- Is involved with residents, personnel, families, visitors, etc. under all conditions and circumstances.
- _____Refer all inquiries regarding a resident's medical status or condition to the Wellness Director/Seasons Coordinator.
- Communicates effectively with other personnel.
- _____Works beyond normal working hours, on weekends and holidays, and in other positions temporarily, when necessary.
- Attends and participates in continuing education programs.
- Is subject to exposure to infectious waste, diseases, conditions, etc., including AIDS, COVID and Hepatitis B virus. Personal Protective Equipment is always available.

Specific Requirements

- Must possess the ability to make independent decisions when circumstances warrant such actions.
- Must possess the ability to deal tactfully with personnel, residents, family members, visitors, and the general public.
- Must be a minimum of sixteen (18) years of age.
- Must possess (or be willing to obtain) CPR and First Aid certification.
- Must possess the ability and willingness to work harmoniously with other employees.
- Must have a good attitude, patience, tact, a cheerful disposition and enthusiasm, as well as the willingness to handle difficult residents, and/or situations.
- Must accept the "universal employee" concept in this position.
- _____ Will keep cell phones in silent mode at all times, only speaking on them during breaks or, in the event of an emergency, out of sight of other personnel, residents and families. Please notify your supervisor of any pending emergent situations and the possibility of cell phone use.
- _____ No earbuds are to be used at any time.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices)

- Must be able to move intermittently throughout the working day.
- Must be able to read, speak, and write the English language in an understandable manner.
- Must be able to cope with the mental and emotional stress of the position.
- Must be able to see and hear or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
- Must function independently and have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.
- Must be in good general health and demonstrate emotional stability.
- Must be able to relate to and work with the elderly, emotionally upset, and, at times, hostile people.
- Must be able to lift, push, pull and move a minimum of 50 pounds.
- Must be able to assist in the evacuation of residents.

EMPLOYEE CERTIFICATION

I have read and understand the Job Description for the Resident Assistant position and believe I am capable of completing all job requirements and assignments. I have initialed each area designated by a blank line in the description.

If, at any time, I am unable to fulfill these job responsibilities, I understand I must contact the Wellness Director or Executive Director immediately.

_____

Print Employee Name

_____

Employee Signature

_____

Date