



Personal Care Assistant

Department:	Resident Care
Supervision Given To:	N/A
Supervision Received From:	Resident Care/Services Director

Job Summary:

This position provides direct care assistance to the resident in a manner that meets or exceeds Community expectations, including being familiar with and prepared to fulfill responsibilities as outlined in the following position descriptions:

- Personal Care Assistant to Residents
- Laundry/Housekeeper
- Dishwasher/Kitchen Helper
- Bus Person

Job Duties:

Essential Functions

- Support the mission, vision, and culture of the organization through positive communication and leadership.
- Contribute to Community relationships by demonstrating cooperation and professional conduct with residents, families, fellow associates, physicians, pharmacies and other vendors or persons.
- Contribute to team effort by being flexible in work assignments; by furnishing support; by taking initiative; and by understanding how this position affects and compliments all other Community positions.
- Able to maintain work pace appropriate to given work load. Perform activities on schedule while maintaining regular attendance and punctuality within specified tolerance.
- Provide assistance or reminders with activities of daily living, including grooming, oral hygiene, bath/shower, hair cleaning and brushing, and transferring to and from activities and meals, as needed.
- Provide assistance with resident's personal environment (e.g. clothing, linen, and personal belongings).
- Lift and/or transfer residents as needed.
- Assist in meal preparation/presentation, serving to resident, and other dining-related responsibilities; record and report changes in resident's eating habits to the supervisor.
- Make resident rounds every two hours as required in residents' service plans or as circumstances dictate.
- Record and report changes in resident's condition to the supervisor including but not limited to changes in resident's ability to perform activities of daily living, skin changes, bruising, etc.
- Use approved charting criteria and procedures to record pertinent information in resident charts.
- Immediately report all incidents or accident involving residents to the Resident Care Director/Supervisor and record all necessary information on the Resident Incident and Accident Reporting Form.
- Maintain a clean, safe and orderly environment by performing general scheduled housekeeping for resident involving cleaning laundry, bedrooms, dining area, living space, bathrooms, kitchen, etc.



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- Initiate and participate in leisure activities provided for residents; encourage resident to socialize and participate in planned activities and programs to develop friendships with other residents.
- Follow proper procedures in emergency situations and respond promptly and positively to resident requests for assistance, including emergency pull cords, telephone calls, and requests from family and friends.
- Correct and prevent environmental hazards in an appropriate and safe manner while observing universal precautions and infection control procedures.
- Immediately report any suspected abuse, neglect or misappropriation of resident funds or property to immediate supervisor.
- Perform work assignments and attend required in-service training.

Added Responsibilities

- Respond appropriately to changes in the work setting.
- Be familiar with Northstar Senior Living Policies & Procedures Manual and Northstar Senior Living Associate Handbook.
- Perform other related assignments as required.
- Attend required in-service training.
- Be willing and able to work in any resident care position.

Accountabilities:

- Act on constructive feedback by listening to supervisor(s), customers and peers and use it to improve performance.
- Maintain resident, employee, and community confidentiality.
- Respect Resident's Rights.
- Demonstrate positive attitude and ability to work well with all people, particularly the elderly.
- Promote positive work environment that emphasizes teamwork.
- Demonstrate willingness to help other staff whenever needed.
- Observe standard precaution procedures and all safe workplace measures.
- Report any suspected or observed abuse, neglect or misappropriation of property or funds of a resident to the appropriate licensing agencies.
- Perform duties under the direction of a licensed nurse, within the scope of certified practice, and within verified skills competency.
- Pursuant to state regulations, must remain awake.

Job Specifications:

Skill

- **Must be at least 18 years old**
- **Must have required health screening, TB clearance, and criminal record clearance**
- This position prefers a high school diploma or equivalent certificate and a competent history in a similar facility.
- Must possess valid First Aid Certifications and, according to state regulations, may need to possess current CPR, Certified Nursing Assistant Certification, state certifications, and pass an examination and/or skills evaluation. Also, must meet requirements for continuing education and maintain all license(s).
- Speak, read and understand English fluently.