



Longview
an Ithacare Community

Title of Position: Resident Aide (RA)

Reports to: Resident Aide Supervisor

General Statement of Duties:

Under the supervision of the Resident Aide Supervisor, the position requires the assisting of residents in activities of daily living. The RA also performs some housekeeping activities. The resident aide does not have supervisory responsibilities. Adheres to Ithacare's risk management practices.

Typical Duties and Responsibilities:

1. Assists residents in bathing, dressing, washing clothes, and other activities of daily living.
2. Monitors a central call light panel and provides the necessary assistance and/or first aid in a timely fashion when necessary.
3. Ensures that residents are informed of all center activities and assists individual residents in participating in any activity that he/she may desire.
4. Maintains residents' medications in a locked medicine cabinet, insures that residents take their medications as prescribed, and records this appropriately. Assumes responsibility for the security of the medication room.
5. Makes rounds of the facility at regularly scheduled intervals to check on the safety of the residents and the facility.
6. Enters pertinent findings about residents and the facility in logbooks, and resident daily census. Completes incident reports as required.
7. Works with the director of resident services in establishing goals for the residents, reviewing residents, and other decisions regarding the residents.
8. Performs general cleaning duties in accordance with an organized schedule.
9. Fills in for other Resident Aide staff when needed.
10. Participate in the mandatory on-call system.
11. Assists residents in maintaining independence: obtaining transportation and medical services; and completing weekly menus.
12. Protects and respects the dignity of residents, and maintains confidentiality regarding resident information.
13. Develops and implements practices to minimize risk of personal injury, loss of life, damage to the building, furnishings and equipment at Ithacare.
14. Performs other duties as assigned by the RA supervisor, R.N. and director of resident services.

15. Participates in all pertinent risk management training and follows all Ithacare and department – specific risk management procedures as outlined in Ithacare Personnel Policy and Procedure Manual and the Policy Manual.
16. Reports all accidents/injuries to supervisor immediately and documents them on the “accident/injury report form.”

Qualifications:

1. Ability to work with elderly people.
2. Must be neat and clean.
3. Must be personable and outgoing.
4. Ability to accept supervision.
5. Must be calm headed and able to handle emergency situations.
6. Must have reliable transportation.
7. Must have a working home telephone.
8. Within 3 months must complete prescribed Red Cross training and maintain certification.

Education and Experience:

Previous experience necessary for employment: Qualifying experience includes one or more of the following (minimum high school education required):

Licensed practical nursing

Nurse’s aide

Previously caring for the elderly

Training or experience in care of personal needs and human services