

The Plant Home Position Description

Resident Care

Department/Division: Nursing/Resident Care
Reports to: Administrator/Director of Nursing
Effective Date: April 10, 2025

GENERAL SUMMARY:

Under the general supervision of Director of Nursing, assists with resident care according to individualized care plans and ensures that residents are safe, comfortable, and receiving all needed support.

ESSENTIAL JOB FUNCTIONS:

- ◆ Will treat and speak to all residents in a respectful, kind and caring manner.
- ◆ Provides assistance with personal care as needed to include both AM & PM care, toileting, bathing, showering, dressing, grooming of hair & nails, mouth care, foot care, positioning, etc. Remove trash every shift. Do laundry and bedding changes per schedule.
- ◆ Assists nutrition department with serving meals. Provides trays for residents unable to come to the dining room. Transport residents to the dining area as needed.
- ◆ Informs Director of Nursing/RN and/or primary care provider of any medical concerns and initiates resident transfer to ER as needed.
- ◆ Documents resident care information in charts, including vitals, personal issues, falls, or other incidents. Writes progress notes as applicable.
- ◆ Communicates with Director of Nursing, primary care provider, nurses, and other staff regarding resident needs, symptoms, changes in medication, etc. Conveys pertinent resident care information to supervisory staff and next shift of nursing staff.
- ◆ Assists in taking residents' vital signs including blood pressure, pulse, oxygen saturation, weight, etc. Monthly vital signs are to be done by the 15th of every month.
- ◆ Assures the residents' environment is free of hazards, clean, and adequately warmed and cooled.
- ◆ Assists with the residents' functional evaluation of needs and updates Director of Nursing w/ changes.
- ◆ Attends department and other meetings as required.
- ◆ Performs quality assurance tasks as assigned.
- ◆ Performs specific shift duties as required and listed on the shift worksheet. The shift worksheet must be completed with name & date. The completed shift specific worksheet needs to be sent to the RN in charge at the completion of each shift.
- ◆ Regular attendance at the workplace is required.

SUPERVISORY RESPONSIBILITY:

Provides orientation to new nursing staff. Assures completion of orientation checklist & assists w/ competency evaluations.

EDUCATION & EXPERIENCE:

High School diploma or equivalent, and one to six months of related experience working with the elderly or in a healthcare environment.

QUALIFICATIONS:

- ◆ Strong interpersonal and communication skills.
- ◆ Ability to interact with residents in a calm, patient, and compassionate manner.
- ◆ Ability to work both independently and as part of a team.
- ◆ Physical ability to perform assigned tasks, including some heavy lifting.
- ◆ Ability to effectively operate computers and assigned software.
- ◆ Knowledge of and ability to adhere to standards of quality.
- ◆ Ability to react to change productively and handle other essential tasks as assigned.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Work is performed in an assisted living environment, involving frequent interaction with residents. Work requires regular physical effort, including standing walking, bending, lifting, and assisting residents with mobility. Operates blood pressure cuff, thermometer, glucometer, oxygen diagnostic and treatment machines, washer and dryer, medication cart, and related equipment. May be exposed to fumes or airborne particles, toxic or caustic chemicals.

Some work may be performed in a normal office environment not subject to extremes of noise, temperature, odor, etc. Operates computer, printer, photocopier, and other office equipment.

This position is part-time and has a starting rate of \$18.00 per hour. This position may be eligible for a pay increase based on attendance, attitude and performance.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Employee Name Printed _____

Employee Signature _____ Date _____

PMH Representative _____

PMH Rep Signature _____ Date _____