



-Department:	Mountain View Manor
Supervisor:	MVM Administrator
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Petersburg Borough

Job Description

MOUNTAIN VIEW MANOR RESIDENT ASSISTANT

Definition

The Resident Assistant is a member of the personal services staff and is responsible for assisting the residents in all areas of care as assigned by the Director, RA Supervisor or RN when required by the Director.

Supervision Received

Works under the direction of the MVM Director unless otherwise assigned by the Director.

Supervision Exercised

None.

Duties *(The duties listed in this section are intended as illustrations of the various types of work that may be performed. 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.)*

Adheres to and conveys facility's philosophy of maintaining elements of self-care and encouraging independence.

Receives report from the previous shift resident assistants. Reads the shift-to-shift report and shower schedule at start of shift. Documents in the shift-to-shift report book and ADL binder before going off shift. Documents care given; adhering to facility policies and procedures.

Assists with activities of daily living, environmental orientation, vital signs, simple treatments, and other care. Assists with resident activity programs, as assigned.

Escorts residents to and from dining room while encouraging residents to find their own way. Assists with serving meals and dining room duties as instructed. May also be required to prepare resident meals from time to time.

Provides laundry and housekeeping services to residents as assigned. Maintains clean, neat, comfortable, safe environment for residents, staff, and visitors. Demonstrates knowledge of infection control via proper handling of equipment, soiled linen, bedpans, urinals, and adequate hand washing.

Reports deficiencies observed in resident apartments, clothing/linens and facility in general. Avoids loss, breakage, and waste of supplies and equipment.

Monitors resident activity and provides assistance as necessary to assure resident safety. Observes and reports any changes in a resident's physical or mental status to the Director, facility Registered Nurse.

Is thoroughly familiar with fire, missing persons and other emergency procedures. Follows facility policy and procedures detailed in fire and disaster plans.

Relieves at front desk, providing constant coverage for call and alarm system, as well as clerical responsibilities. Answers all incoming telephone calls, greets all visitors and assists them as needed, maintains records of resident sign in- sign out, assures door is alarmed at all times.

May operate Borough vehicles.

Performs other duties as assigned.

Distinguishing Characteristics

The work assigned to the Resident Assistant is characterized by the diversity of tasks performed. This person is required to have exceptional customer relations skills. This position requires that the person perform resident care with an awareness of dignity and individuality, with understanding and concern. The person in this position needs to be a self-starter and work with minimal supervision.

Working Conditions

A Resident Assistant is likely to have exposure to blood and bodily fluids. Persons working in this position must have the ability to do occasional heavy lifting of residents with assistance.

Qualifications

Must possess a current and insurable Alaska State Driver's license.

Must be at least 18 years of age.

Certified Nursing Assistant credential is preferred, but not required.

Any combination of experience and education which provides the applicant with the following attributes:

Has familiarity with willingness to work with elderly population.

Must be able to organize and utilize time appropriately; sets priorities and accomplishes assigned tasks.

Displays mature behavior and attitude in speech and action; demonstrates consistently pleasant demeanor, tone of voice, supports the philosophy and approach to care used by the facility. Is able to communicate effectively, verbally, and in writing.

Must be able to keep resident information confidential; respects resident's rights; respects privacy and right to self-determination of residents.

Must be able to perform unpleasant tasks with grace.

Abides by established policies and procedures of the facility. Looks for ways to improve facility functions.

Must be accurate, dependable, neat and thorough in assigned tasks. Must be able to keep work areas neat and clean; must be willing to help maintain appearance of facility.

Must be free of non-treated communicable diseases.

Ability to establish and maintain effective working relationships with fellow employees and the general public; work cooperatively with supervisors and display willingness to assist co-workers.

Must be able to pass a background check within 30 days of hire.

Must obtain CPR/First Aid certification within 30 days of hire.

Must obtain a food worker handling card within 30 days of hire.

Must complete 12 hours of CEU's annually.

Signatures affixed on this job description confirm that it has been reviewed by the employee and his/her direct supervisor and that a clear understanding of the expectations of this position exists.

Employee

Supervisor

Date

Date