

JOB DESCRIPTION

TITLE: AL CNA or PCA

DEPARTMENT: Residential Health Care

REPORTS TO: Director AL

GRADE: 1 **DATE:** August 2009

JOB SUMMARY:

The AL Personal Care Assistant shall provide direct resident care under the supervision of the Residential Health Care Director and/or AL LVN Supervisor. He/she will maintain a clean, orderly, and safe environment for all residents, with emphasis on activities of daily living.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (other duties may be assigned):

Assists residents in activities of daily living including, but not limited to: ambulation, bathing, dressing, eating, minimal meal preparation, serving, clearing, and cleaning of dining areas, toileting, hygiene, and activities.

Initiate and participate in planned activity programs throughout the shifts, keeping residents engaged.

Light housekeeping of individual units may include bed making, dusting, and other general cleaning as needed between regularly scheduled Housekeeping visits.

Does resident laundry, as directed by schedule.

Promptly reports changes and any unusual occurrences regarding residents to Licensed Nurse or Director of AL/SCR..

Participates in admission, transfer, and/or discharge procedures.

Assists in transporting residents via wheelchair to and from activities, programs, dining rooms, and/or pick-up points for transportation.

Monitors nutritional and fluid intake as indicated

Assists residents with ordering meals.

Clean and set up AL dining room for all meals.

Assists LVN in emergency situations.

Pick up La Tienda resident order items as needed.

Assists LVN/Director in maintaining appropriate supply levels for AL residents.

Accurately documents required data in a timely manner, using appropriate forms.

Maintains resident confidentiality.

Follow established performance standards and performs duties according to facility policies and procedures.

Identifies safety hazards and emergency situations and initiates appropriate action immediately.

Completes in-service program participation requirements, attends all department mandatory and scheduled meetings, and maintains current certification.

Works as a member of a team.

Gets along with co-workers.

Contributes to a positive, healthy, and safe work environment.

Maintains resident safety.

Accepts change in a positive manner.

EQUIPMENT USED: Blood pressure cuff, stethoscope, thermometer, wheelchair, tray delivery cart, telephone, radio, and a variety of ambulatory aids.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

EDUCATION and/or EXPERIENCE: High school diploma required; completion of Certified Nurse Assistant training program or equivalent personal care assistant experience. Current First Aid Certification required.

LANGUAGE SKILLS: Must be able to effectively communicate verbally in English with residents, other staff and visitors. Must be able to read, comprehend, and write English for effective documentation of resident care.

MATHEMATICAL SKILLS: Basic mathematical skills required.

REASONING ABILITY: Demonstrates ability to understand and follow established policies and procedures of the facility. Must be able to recognize emergency situations and respond appropriately.

OTHER SKILLS and ABILITIES: Must be able to meet resident needs in a caring manner. Ability to monitor vital signs. Possess excellent interpersonal skills. Ability to deal with dementia residents who may exhibit agitated or unusual behavior.

PHYSICAL DEMANDS:

Moderate standing, walking, talking, listening, grasping, reaching, balancing, stooping, kneeling, crouching, smelling, pushing, and pulling.

Requires moderate lifting up to 50lbs. Very heavy lifting may be required in an emergency situation.

Must be able to assist in lifting and positioning residents weighing in excess of 100lb.

Must be able to wear protective gloves to guard against exposure to body fluids and cleaning agents.

Must be able to distinguish appropriate body fluids and food temperatures.

WORK ENVIRONMENT:

Exposure to:

Moderate temperature with limited fluctuation. Exposed to moisture in showers and in other procedures. Potential for exposure to body fluids, cleaning agents, dust, fumes, and cigarette smoke (in resident apartments.) May be exposed to agitated resident behaviors of dementia residents.

NUMBER OF PEOPLE SUPERVISED (under regular control): None.

JOB ANALYSIS

Department: RHC Job Title: SCR CAN/Personnel Care Assistant

Prepared By: Laura Eckert, Director AL/SCR Date August 2009

This job analysis is to assist in proper job placement. Place an “X” in each of the appropriate boxes to describe the extent of the specific activity the employee’s job requires.

MATERIAL HANDLING ACTIVITIES		Not at all (0 hours)	Up to 28% Occasional (1-2 hours)	Up to 50% Frequent (3-4 hours)	Up to 78% Repeatedly (5-6 hours)	Up to 100% Continuous (7+ hours)
Lifting	Maximum pounds required					
FLOOR TO KNUCKLE	50-100 # assist		X			
KNUCKLE TO SHOULDER	20#		X			
SHOULDER TO OVERHEAD		X				
Carrying	20-30#		X			

NON MATERIAL HANDLING ACTIVITIES		Not at all (0 hours)	Up to 28% Occasional (1-2 hours)	Up to 50% Frequent (3-4 hours)	Up to 78% Repeatedly (5-6 hours)	Up to 100% Continuous (7+ hours)
Bending / Stooping				X		
Squatting / Crouching				X		
Kneeling			X			
Climbing / Stairs			X			
Pushing / Pulling			X			

--	--	--	--	--	--	--