

SSCM
Motherhouse/School

Maria Hall, Inc.
Personal Care

JOB TITLE: Personal Care Aide/Nurse Aide
FLSA: Non-Exempt
DEPARTMENT: Nursing
ACCOUNTABILITY: The Personal Care Aide is directly accountable to the Director of Resident Care.
GENERAL DESCRIPTION: The Personal Care Aide is responsible to provide each assigned resident with routine nursing care and services in accordance with the resident's individual assessment and care plan, and as directed by the Director of Resident Care.

POSITION STATUS:

Full Time Part Time PRN
 1st Shift 2nd Shift 3rd Shift
 Swing Shift Rotation of Weekends/Holidays Required

PRINCIPAL DUTIES & RESPONSIBILITIES

1. Assist assigned residents with activities of daily living to include dressing, grooming, personal hygiene, light housework (bedroom), dining, toileting, socializing, recreating and exercising.
2. Ensure every aspect of care for assigned residents are accomplished. Report any and all omissions or difficulties in accomplishing residents' care needs to the Charge Nurse on shift encountered.
3. Attend and participates in daily shift report.
4. Observe resident rights policies at all times.
5. Maintain the confidentiality of all residents care information.
6. Monitor nursing care to ensure that all residents are treated fairly, with kindness, dignity and respect.
7. Ensure that all nursing care is provided in privacy and that nursing service personnel knock before entering the resident's room.
8. Perform resident intake and orientation duties per established facility policy or else directed by Administrator or Director of Resident Care.
9. Perform resident discharge coordination duties per established facility policy or else directed by Administrator or Director of Resident Care.
10. Perform daily rounds on all assigned residents to verify stable health status and wellbeing of residents.
11. Assist in directing and escorting residents to dining room and scheduled activities per established facility routine.
12. Support objectives of the Daily Activity Program. Assist with the facilitation of residents' group activities.
13. Assist residents with toileting. Ensure incontinence products are used as ordered and incontinent residents are kept clean.

14. Make beds during a.m. care. Change bed linen according to routine or as needed.
15. Assess adequacy of residents' clothing and report need for labeling, replacement or repairs to the Director of Resident Care. Assure assigned residents are properly and comfortably clothed at all times.
16. Assess adequacy of residents' sundries/supplies and forward requisitions to the Charge Nurse.
17. Perform the following resident care duties as needed:
 - a. Monitoring residents' weight and dietary intake
 - b. Monitoring residents' vital signs
 - c. Monitoring and reporting residents' void/bowel functions
 - d. Distributing residents' nourishments and encouraging their consumption
 - e. Assisting with residents' exercise objectives
 - f. Encouraging residents' participation in individual/group psychological counseling processes
 - g. Preparing residents for excursions outside the facility
 - h. Conducting nightly rounds to confirm roster and residents' well being
 - i. Changing simple dressings, bandages, slings, etc.
 - j. Collecting specimens such as stool, urine, sputum
18. Respond to residents' call for assistance.
19. Listen to resident, family or physician concerns and report such to the charge nurse.
20. Assure assigned residents dentures, eyeglasses, hearing aids and other such personal property are appropriately cleaned and utilized by residents or properly secured in the resident's room.
21. Monitor assigned residents for changes of health status, attitude, reactions appetite or other unusual observations. Immediately report all such occurrences to the charge nurse.
22. Provide resident escort/supervision during off-site healthcare encounters or emergency room care.
23. Assist assigned residents with bathing, assessing skin integrity.
24. Monitor resident's whereabouts within the building and encourage resident compliance with signing in and out when off site.
25. Offer hydration and dietary supplements between meals.
26. Review contents of food storage in resident rooms and refrigerated items in resident suites and staff/common areas. Ensure all items are labeled with date and removed upon expiration.
27. Provide supervision in the dining room.
28. Be familiar with assigned residents support plan and adhere to its provisions.
29. Ensure all health record documentation is performed according to established standards of nursing practice.
30. Answer telephone and take messages off the recorder. Provide telephone communication coverage for the floor as may be required.
31. Report all resident and/or staff incidents/accidents to the shift supervisor.
32. Incidents/accidents are to be reported immediately and without exception before the end of the shift on which they occur.

33. Report all unsafe/hazardous conditions/equipment immediately. Ensure appropriate training prior to operating equipment and follow established standards for effective and safe operation of equipment.
34. Participate in fire safety and disaster preparedness drills.
35. Use protective clothing/devices when handling infectious waste and/or blood/body fluids.
36. Follow all established ergonomics policies and procedures.
37. Follow all established infection control policies and procedures.
38. All other duties as assigned.

MISCELLANEOUS

1. Obeys all safety procedures.
2. Ensure all work assignments are accomplished or notify the Director of Resident Care of any unfinished tasks.
3. Performs any other duties assigned by Personal Care Administrator and/or Director of Resident Care.
4. Must familiarize oneself with assigned residents support plan and adhere to its provisions.
5. Create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout the facility.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED

1. At least 18 years of age.
2. A high school diploma or GED.
3. DPW Direct Care On-Line Training diploma.
4. Able to speak and understand the English language.
5. The ability to communicate in a professional manner both written and verbal.
6. Current CPR/First Aide training
7. The ability to lift, push, pull and move a minimum of fifty (50) pounds.
8. The ability to cope with mental and emotional stress of the job.
9. The ability to assist in the evacuation of residents during emergency situations.
10. The ability to interact cooperatively with all departments.
11. The ability to function independently and have flexibility.
12. Able to interact with all departments.

WORKING CONDITIONS

1. Personal Care Facility

EMPLOYER EXPECTATIONS

1. Professional conduct.
2. Sincere effort to foster a caring atmosphere.
3. Reliable and punctual in reporting for scheduled work.
4. Clean and professional appearance.
5. Attend and participate in all mandated in-service and professional trainings.

The Sisters of Saints Cyril and Methodius Facilities

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6. Politely refuse tips and gratuities offered by residents, family members or visitors.
7. Report any resident abuse or fraud immediately.

SIGNATURES:

The above statements are intended to describe the general nature and level of work required of this position. It is not an exhaustive list of all the responsibilities, duties and skills required.

I have read this job description and fully understand the requirements, duties and responsibilities of this job.

Date

Signature of Personal Care Aide

Date

Signature of Personal Care Administrator

Date

Signature of Human Resources Manager