

THE BEACON PROJECT
BOARDMAN COTTAGE

JOB DESCRIPTION

DIRECT CARE AIDE

POSITION: Direct Care Aide
DATE:
REPORTS TO: Administrator
HOURS:
STATUS: Non-exempt/hourly
PROBATIONARY PERIOD: Three months
EVALUATION: Annual, after probationary period
SALARY:
BENEFITS:

DUTIES AND RESPONSIBILITIES:

1. Care and assistance to residents with Activities of Daily Living (ADLS), in accordance with individual service plans, including:
 - a. Attending to personal care needs such as bathing, hair care, nail care, shaving, diapering, toileting, dressing, oral hygiene, etc.
 - b. Interacting with residents at meal times, feeding residents who need assistance, and maintaining records on food and liquid intake as needed.
 - c. Assisting residents into and out of wheelchairs, beds and other equipment.
 - d. If licensed CRMA, setting up and administering medications.
 - e. Supervising and monitoring residents in daily activities, making visual observations of area to ensure their whereabouts and safety.
 - f. Providing transportation in Boardman Cottage van, and maintaining ride log.
 - g. Scheduling and participating with residents in recreational and therapeutic activities on and off facility grounds.
 - h. Ordering clothing and personal items for residents.
 - i. Controlling aggressive or disruptive behavior.

2. Maintenance of the home environment, housekeeping and cooking, including:
 - a. Cleaning tasks, such as dusting, sweeping, mopping, disinfecting, making beds, trash removal and whatever might be required to maintain hygiene in the home.
 - b. Changing bed linens; operating washing machine and clothes dryer; sorting, folding and putting away laundry.
 - c. Preparing meals according to meal plan
 - d. Organizing, maintaining and recommending purchase of equipment and supplies.
 - e. Maintaining a safe and healthy environment and immediately alerting Administrator to problems.

3. Assists in carrying out individual care plans for resident, and participates as a member of the care plan team, including:
 - a. Keeping records on residents= activities and behavior, physical condition and reactions to medication and treatment, based on observation
 - b. Providing various services that might be specified in care plans, such as taking and recording vital signs, collecting and labeling specimens, giving massage and range of motion treatments, etc.

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- c. Creating and implementing training and rehabilitation care plans through appropriate interpersonal communications, behavior modification techniques, role modeling and encouraging development of self-help skills.
- d. Reviewing resident progress and care plans with team members and residents= family members.
- 4. Maintains a high level of ethical behavior and confidentiality, and provides an atmosphere consistent with Residents= Rights.
- 5. Communicates professionally at all times with staff, residents, volunteers, families and others.
- 6. Attends in-service training programs, staff meetings and any other required meetings.
- 7. Performs other duties and assumes other responsibilities that the Administrator may assign.

QUALIFICATIONS

- 1. Strong communication and interpersonal skills.
 - a. Desire to work with the elderly
 - b. Ability to establish relationships with residents and staff
 - c. Ability to maintain positive attitude and professional conduct
 - d. Sufficient written and verbal communication skills to understand DHHS regulations, complete required training, interpret and implement physicians= orders, complete required documentation, and communicate effectively with residents and family members.
 - e. Ability to create and maintain records and write brief reports.
 - f. Ability to observe, evaluate and record conditions, reactions and changes in physical and mental conditions of residents.
- 2. Certification and training:
 - a. Certified in Medication Administration
 - b. Certified in CPR and First Aid
 - c. Ability to successfully complete in-service training
- 3. Physical and mental health sufficient to meet the demands of the work.
 - a. Ability to bend and stoop with ease to permit lifting and transferring residents without risk of injury to oneself or the resident.
 - b. Ability to manage difficult behavior
 - c. Physical or mental examination by physician, if requested by DHHS.
- 4. At least 18 years of age.
- 5. American citizen or legal alien.
- 6. Satisfactory record of honest and lawful conduct in business and personal affairs.