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.
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.