



Position Title: **Resident Assistant**

Reports To: LPN Supervisor

Location: Burlington and/or Williston

I. Position Summary:

The Resident Assistant supports residents who are functionally, physically or socially impaired and who need 24-hour oversight. They are responsible for assisting residents with activities of daily living (eating, transfers, toileting, bed mobility, dressing, bathing and ambulation). They also are responsible for providing medication to residents and helping the Activities Coordinator with resident activities.

II. Principal Responsibilities:

1. Helps residents with activities of daily living.

- Dresses and undresses residents.
- Assists residents with showers and bathing according to the schedule as directed by the RN/ LPN or as requested by the resident or their family.
- Assists residents with toileting.
- Assists residents with personal hygiene (shaving, dental hygiene, nail care, hair care) and with devices such as eyeglasses, dentures and hearing aids.
- Provides ambulation assistance using mobility devices such as a cane, walker, wheelchair or crutches as necessary, including monitoring of safe transfer and ambulation techniques.
- Provides assistance to CSAL residents as needed.

2. Provides medication and monitors residents.

- Under the direction of the RN / LPN, administers medication to residents including the monitoring of medication, medical supplies and documentation.
- Attends in-service trainings on medication management.
- Answers emergency call pages in a timely manner.
- Carries e-call phones while on duty.
- Monitors weight, vital signs or other care as directed by the RN/ LPN.
- Informs the RN or LPN of any change in the resident's condition or if the resident requires care.
- Conducts room checks and resident rounds.
- Monitors for environmental safety hazards.
- Responds to and acts appropriately in emergency or disaster situations.
- Maintains knowledge of emergency and disaster response protocols.
- Maintains knowledge of the location of fire extinguishers, fire alarms and first aid stations.

3. Documents resident information as required.

- Adheres to all document requirements including, but not limited to, documenting information in the communication log, resident records and MAR.
- Records incidents, errors or accidents and records resident related events.

4. Performs dining room, activity program and housekeeping duties in support of the residents.

- Escorts residents to dining room, sets and clears tables and assists residents during meals.
- Assists residents with eating their meals.
- Participates in the resident activity program at the direction of the Activities Coordinator.
- Provides social interaction with residents.
- Sorts, washes, folds and distributes linens and resident's personal clothing.

5. Communicates effectively with others and performs other general duties as required.

- Works independently and as part of a team to carry out job duties.
- Communicates in a positive and respectful manner with residents, co-workers, visitors and family members.
- Maintains all certifications required for employment and participates in on-going educational in-service trainings to meet 12 hours per year.
- Attends daily report meeting.
- Attends staff meetings as required.
- Assists the Supervisor with other duties as assigned.
- May perform general clerical functions including filing and answering the phone.*
- Helps train new staff.*

III. CSC Standards of Conduct:

- Demonstrates a commitment to the vision, mission and values of CSC.
- Demonstrates respectful and effective communication with co-workers, residents, families and vendors.
- Protects the privacy and confidentiality of information related to residents, families, staff and general CSC operations.
- Communicates a positive image about CSC to the community.
- Conducts him/herself in a safe manner by adhering to all safety practices, rules and standards throughout the work day.
- Demonstrates a commitment to quality and proactively seeks to make improvements to systems and processes.
- Maintains a professional appearance that is appropriate for his/her position.
- Reports to work on time, review timecards in Evoclock for accuracy, provides advance notice for time off and appropriately manages CTO time.
- Demonstrates a commitment to integrity in work habits and use of CSC resources.

- a. CSC’s mission and operations require that staff are prepared to perform duties as assigned including responsibilities that are not principal accountabilities.



IV. Minimum Qualifications:

Must possess a high school diploma or equivalent. LNA certification is preferred, but not required. Prior work experience as a nursing assistant or aide to people who are elderly or disabled is preferred. Must be able to think, act and intervene appropriately in both routine and emergency situations. Must possess good interpersonal communication skills and be able to relate to a wide variety of people. Must be able to communicate effectively in writing and verbally. Must be flexible and adaptable to changes in the work environment, including scheduling changes and work assignments.

V. Working Conditions and Physical Demands:

- Exposure to body fluids, infection and odors and behavior of residents.
- Exposure to chemicals and cleaning solutions.
- Must be able to lift/push up to 50 pounds.
- Must be able to walk four miles daily.
- Must be able to lift, carry, stand, bend, squat, crawl, reach and kneel using good body mechanics for sustained periods of time.
- Must be in good health and demonstrate the ability to cope with the physical, mental and emotional demands of the position.

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Employee Name (print) _____

Employee Signature _____

Date: _____