



4605 Navy Day Place Suitland, Maryland 20746
Telephone: 301 736-1389; Mobile: 202 409-1366

JOB DESCRIPTION

JOB TITLE: Assisted Living Assistant

REPORTS TO: Assisted Living Manager

JOB SUMMARY:

The Assisted Living Assistant assists with activities of daily living, provides basic care to residents, and assists in the maintenance of a safe and clean environment.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Assists residents with oral hygiene, hair, showers, bathing, grooming and dress, as needed
- Assists residents with the use of bathroom; if required may assist residents with diapers or other toileting items, as needed.
- Monitors activities of residents and encourages participation in group activities, entertainment, and other events.
- Assists with transferring residents on a temporary basis.
- Takes and records temperature, pulse, respiration, weight, heights and blood pressure.
- Makes bed and straightens resident's quarters on a daily basis if required. May clean up personal accidents. Ensures toilet supplies are in resident's room.
- Takes care of residents during temporary, short-term illness.
- Notes changes in resident's condition and documents in patient records. Informs manager of any changes in residents' emotional or physical well-being.
- Responds to medical emergencies for Assisted Living residents, assesses situation and takes appropriate action. Assists the Assisted Living Manager in determining future steps to take. Reports (and records when appropriate) any changes observed in residents' condition or behavior or any unusual incident.
- Assist in maintaining a safe and clean environment
- Establishes and maintains interpersonal relationships with residents', visitors, and other health care personnel, while assuring confidentiality of resident information. Interacts with families and visitors regarding condition and needs of resident.
- Attends and participated in educational training sessions and meetings as required.
- Follows infection control and safety guidelines.
- Makes appointments and arranges transportation and ensures residents get to destinations.
- Attend mandatory in-service meetings, be aware of changes in health and safety regulations and changes in employee policies and emergency procedures.
- Establishes, promotes and ensures respectful and courteous customer service practices.

- Respond to residents' concerns and complaints in a timely manner in coordination with Assisted Living Manager.
- Ensures residents eat meals, helps residents with food, if necessary, and monitors intake and eating habits. Serves meals to residents, as needed.
- Prepares food for regular and therapeutic diets according to the planned menu for meals and snacks
- Prepares food using proper food handling and food safety techniques according to established policies, procedures, guidelines, and regulations.
- Makes only authorized changes to the planned menu and records the change according to established policy.
- Ensures that meals and snacks are served at the established time schedules.
- Ensures that the proper quantity of food is prepared as directed and within established time schedules.
- Maintains the proper temperature of food during preparation and service. Records temperatures of food according to established procedures.
- Labels, dates, and stores food properly according to established policies.
- Ensures that refrigerator/freezer temperatures are within the appropriate range. Records temperatures on appropriate logs and reports any discrepancies to the supervisor.
- Washes dishes, etc. according to established procedures for manual and/or automatic dishwashing. Records water temperatures and/or sanitizer on designated logs. Report any problems with proper water temperature or sanitizer to the supervisor in a timely manner.
- Keeps work area clean and uncluttered during preparation and service of food.
- Performs cleaning assignments according to established policies and utilizes the proper cleaning chemicals.
- Uses food supplies and equipment in an efficient and economic manner to prevent waste.
- Performs other duties, as assigned.

KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE:

- First aid/CPR certificate and have clearance from Department of Justice
- Good listener, gives clear straightforward directions, gives tactful and constructive feedback
- Keeps resident's information confidential; shares it with Assisted Living Manager
- Commitment to working in a professional high quality and team player environment
- Must have a warm and gracious manner and an appreciation of the elderly
- Knowledgeable and supportive of the residents' rights and responsibilities
- Must be well-organized and able to work independently with consistent follow-through
- Ability to handle competing demands in a flexible and positive manner, to seek support when needed, and an ability to keep all parties informed of time schedules and deadlines
- Must maintain a high level of attendance
- Follow oral and written directions by reading, writing or speaking English
- Ability to work under time pressure and maintain professional demeanor
- An ability to exercise independent judgment
- Good leadership and communication
- Ability to perform routine tasks with minimal supervision
- High School Diploma or G.E.D. desired

WORKING CONDITIONS:

Work is moderate to heavy, involving extensive walking and frequent bending, standing, crouching, reaching and lifting of objects up to 50 pounds. Occasional lifting of objects over 35 pounds. Must be able to ambulate throughout facility and respond rapidly in an emergency.

HOURS AND DAYS REQUIRED:

Various

ATTENDANCE REQUIREMENTS:

Near perfect attendance required in the full-time position.

UNIFORM REQUIREMENTS:

Appropriate nursing attire and name badge

ACCEPTANCE:

I have read and understand the requirements of my job. I understand the first 30 days of my employment with Fine Care Living Assisted Living Facility will constitute an introductory period of temporary employment, during which my abilities to fulfill the responsibilities of this job will be evaluated. I understand that this job description may not contain all the duties, physical requirements, and skills that I may be required to perform in fulfilling the responsibilities of this job; and that the nature of the duties and tasks of this may change over time.

I have read the above and fully understand the conditions set forth. I will perform these duties to the best of my ability.

Employee Signature

Date

Assisted Living Manager

Date