



Position Description

CAREGIVER

Entity:	Acacia Creek	Payroll Type:	Non-Exempt
Department:	Resident Services	Supervisory:	No
Reports To:	Resident Services Manager	Work Status:	Full-time
Location of Job:	Union City	Revised:	8/25/2011

Position Held By: Rosa Juarez

Regular Hours: 30 hrs/wk

Schedule: AM - 7:00am-1:30pm/ PM – 7:00pm-11:00pm

Occasional overtime and NOC as needed, **weekends and Holidays are required.**

JOB CULTURE

The Acacia Creek Senior Living Community is committed to a culture of Leadership. Our culture is to provide superior service to members, residents and staff through a sound and progressive model of service and care which aligns our mission, vision and operations. We demonstrate excellence in core services and place value on high quality job performance, professional development, effective time management, budget management, workplace safety and resident/employee satisfaction. We are dedicated to disciplined innovation and continuous quality improvement – we are a learning company. We are committed to sharing our knowledge and being an organization that attracts the best and brightest talent. We are team-oriented, caring and honest.

JOB SUMMARY

Responsible for meeting the activity/ programming needs and functional activity of daily living needs for residents. Function as a “Best Friend” to residents emphasizing each individuals remaining strengths and abilities. Provides a fun, warm, loving and friendly environment for residents.

ESSENTIAL FUNCTIONS

- Effective January 2008 and in compliance with new state regulations the Assisted Living Certified Nursing Assistants must complete medication assistance training and pass the competency exam with a minimum passing score of 85%.
- Actively support the basic rights of all residents. Develops a relationship as a “best friend” to residents. Strives to develop a knack for dealing positively with residents. Knows the life stories of residents and provides care and intervention that is focused on each individual and their needs.
- Perform skills required of a nursing assistant related to provision of basic ADL care, provision of nutrition and hydration, toileting program, incontinent care, vital signs, and other care as needed. Adapt care giving to build on individual resident strengths and abilities.
- Assist residents to maintain a safe, clean and orderly environment. Assists residents with linens, bed making and laundry as needed.
- Assist residents with transportation to meals, activities, beauty shop, clinic appointments, outside doctor appointments.
- Set up and supervise satellite dining rooms. Assist residents to make menu selections. Communicate special dietary needs. Monitor residents for problems related to meals and food intake; report problems.
- Ensure safety of residents by maintaining a safe environment and using appropriate behavioral intervention techniques.
- Assist resident’s self-administration of medication as need. Document medication assistance provided. Report problems or refusal of medications to clinic nurse and/or pharmacy.
- Provide support and guidance to residents for blood sugar monitoring and other assistance with adaptive equipment or basic care.
- Complete all required documentation related to centrally stored medications, medication refills, etc. Reorders medications from pharmacy.
- Maintain an awareness of resident health. Informs appropriate staff (supervisor, nursing supervisor, etc.) of any incidents or changes in resident condition.
- Document resident care, behavior and special needs as required by policy and procedure.
- Participates in unit meetings and education programs.
- Communicates and cooperates with co-workers and residents. Establishes good working relationships with all departments. Practices good teamwork.
- Regular attendance and punctuality.
- Performs other duties as assigned.

SKILLS, ABILITIES AND EXPERIENCE

- At least five months experience in a related field; or any equivalent combination of training and experience that provides the required skills, knowledge and abilities to perform essential functions of the position.
- Experience as a caregiver in residential or home settings.
- Sufficient verbal and written communication skills to ensure clear communication with residents, staff and for documentation as required.

EDUCATIONAL REQUIREMENTS/LICENSES/CERTIFICATES

Any combination of education and experience that would provide the necessary knowledge and abilities listed, typically:

- High school diploma or equivalent
- Some vocational/technical training in the nursing field preferred.
- First Aid certification

OBRA & TITLE 22 REQUIREMENTS

Ensures that residents' rights to fair and equitable treatment, self determination, individuality, privacy, property and civil rights, including the right to wage a complaint, are well established and maintained at all times.

Maintains **confidentiality** of appropriate resident care information to assure their rights are protected.

Reports all incidents/accidents, unsafe and hazardous conditions/equipment immediately. Follows established safety rules and regulations. Maintains work area in a clean, orderly and safe manner.

EQUIPMENT/MACHINES/WORK AIDS

Computer	Printer	Security system
Oven	Microwave oven	Bath tub
Television	VCR	Stereo
Wheelchair	Stethoscope	Thermometer
Oxygen tank	Walker	Sphygmomanometer

ENVIRONMENTAL CONDITIONS

Temperature controlled indoor modular office space. Hazardous Environmental - possible exposure to human body fluids requiring use of Standard Precautions.

PHYSICAL REQUIREMENTS

- Standing – frequently
- Walking – frequently
- Sitting – occasionally
- Lifting – occasionally, up to 50 pounds
- Bending – frequently
- Lying – never
- Twisting – frequently
- Reaching/stretching – frequently
- Pushing/pulling – frequently
- Climbing – rarely
- Balancing -- occasionally
- Kneeling/squatting/crouching - occasionally
- Use of feet (other than walking) - rarely

- Use of hands – requires simple grasping, firm grasping or fine manipulation with dominant/non-dominant hand or both hands
- Hearing – requires the ability to hear at close proximity (0-5 feet). Requires the ability to hear at a distance (up to 20 feet) and to hear with both ears.
- Vision - requires clarity of vision at 20 inches or less, clarity of vision at 20 feet or more and accommodation of eyes to focus clearly at varying distances

This job description has been developed to identify some of the duties and responsibilities of this position. It is not intended to limit or encompass all duties and responsibilities of the position.

Acacia Creek Senior Living Community at its sole and absolute discretion, expressly reserves the right to modify, supplement, delete or augment the duties and responsibilities specified in this and all job descriptions.

ACKNOWLEDGMENT

I have read the above requirements and duties of the position and by my signature as noted below hereby accept these conditions of employment of the Masonic Home at Union City/Acacia Creek Senior Living Community.

Employee

Supervisor

Date Signed

Date Signed