

## **ALF Care Assistant (Personal Services Assistant)**

**DEPARTMENT:** Personal Care  
**SUPERVISOR:** Service Coordinator

**FLSA STATUS:** Non-exempt  
**DATE:** July 1, 2018

### **DUTIES AND RESPONSIBILITIES**

Provide service, assistance, support and supervision to residents.

The person holding this position is delegated the responsibility for carrying out the assigned duties and responsibilities in accordance with current existing federal and state regulations and established company policies and procedures.

### **ESSENTIAL FUNCTIONS:**

1. Follow the service plan in providing services to residents.
2. Assist in the development and updating of each resident's service plan.
3. Do personal laundry for residents if requested on the service plan.
4. Strip and make residents' beds; launder residents' linen and towels, fold and return to residents.
5. Assist in preparing meals, serving meals and bussing tables during mealtimes.
6. Clean residents' apartments on assigned days and as outlines in the service plan.
7. Assist residents with activities of daily living, including bathing, dressing, toileting, hygiene and mobility.
8. Remind them to take medication.
9. Encourage socialization amount residents.
10. Monitor health, safety and well-being of the residents.
11. Document information pertaining to changes in residents' functional status, personal needs, appointments, etc.
12. Assist in keeping the environment safe for residents.
13. Provide one-on-one support/visitation to assigned residents on a weekly basis or as requested by supervisor or as specified in the service plan or daily communication log.
14. Report concerns about residents to supervisor and coworkers.
15. Respond to resident emergencies; provide first-aid assistance and arrange for appropriate medical attention/follow-up.
16. Provide transportation services, using the company vehicle.
17. Practice safety in working around and with equipment, chemicals, tools and utensils.
18. Assist with the activity program; conduct activities as directed by the Activity Coordinator or assigned by supervisor.
19. Encourage and/or remind residents to participate in activities. Promote activities enthusiastically to pique residents' interest.
20. Chaperone activities outside the facility when requested.
21. Identify supplies needed to perform tasks and report needs to supervisor.
22. Perform related duties as assigned or as the situation dictates.

**Risk Exposure Categories:**

- 1**=Tasks may involve exposure to blood/body fluids.
- 2**=Tasks do not involve contact with blood/body fluids but could result in performing a Category 1 task.
- 3**=Tasks do not involve any risk of exposure to blood/body fluids.

**PHYSICAL REQUIREMENTS**

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the Company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

|  | Never<br>0 hours | Occasionally<br>(1-33%)<br>.1 – 2.6 Hours | Frequently<br>(34-66%)<br>2.7 – 5.2 Hours | Continuously<br>(67-100%)<br>5.3+ Hours |
|--|------------------|---|---|---|
| Standing/Walking:  |                  |   |   | X                                       |
| Sitting:   |                  | X   |   |   |
| Lifting /Carrying 0-10 lbs.  |                  |   | X   |   |
| Lifting/Carrying 11-20 lbs.  |                  | X   |   |   |
| Lifting/Carrying 21-25 lbs.  |                  | X   |   |   |
| Lifting/Carrying 26-50 lbs.  |                  | X   |   |   |
| Lifting/Carrying 51-70+ lbs.   |                  | X   |   |   |
| Pushing/ Pulling 0-10 lbs.   |                  |   | X   |   |
| Pushing/Pulling 11-20 lbs.   |                  |   | X   |   |
| Pushing/Pulling 21-25 lbs.   |                  |   | X   |   |
| Pushing/Pulling 26-50 lbs.   |                  | X   |   |   |
| Pushing/Pulling 51-70+ lbs.  |                  | X   |   |   |
| Climbing/Balancing:  | X                |   |   |   |
| Stooping:  |                  |   | X   |   |
| Squatting:   |                  |   | X   |   |
| Kneeling:  |                  | X   |   |   |
| Reaching:  |                  |   | X   |   |
| Hearing/Listening: Must be able to hear well enough to communicate with co-workers and residents |                  |   |   | X                                       |
| Fingering/Grasping/Feeling: Dexterity necessary to handle and manipulate equipment and supplies. |                  |   |   | X                                       |
| Seeing: Must be able to read reports, instructions, and observe residents                        |                  |   |   | X                                       |
| Color Perception: (Red, Green, Amber)  |                  |   |   | X                                       |
| Animals/Plants   |                  | X   |   |   |

**MENTAL/REASONING REQUIREMENTS**

- Reading Simple       Writing – Complex       Analysis/Comprehension  
 Reading-Complex       Clerical       Judgement/Decision Making  
 Writing – Simple       Basic Math Skills

**EXPOSURES**

- Airborne particles       Explosives       Muscular Strain       Temperature  
 Caustics       Fumes       Noise       Toxicants  
 Chemicals       High places       Odors       Vibration  
 Electrical Current       Moving Parts       Physical abuse       Vision strain  
 Slippery Floors       Weather

## **WORK AREA AND ENVIRONMENT**

Nursing station, drug room, resident rooms, and throughout the facility.

## **QUALIFICATIONS**

License/Registration: As required by state or federal laws. Valid driver's license.

Education: High school diploma or GED.

Experience: Prior training or experience as a nursing assistant or home-health aide. Certified medication training preferred.

Standards: Functions in accordance with accepted practices set forth by agency policies and procedures. Willing to cooperate with licensed nurses: be aware of limitations and not attempt to exceed these limitations; work with the resident.

Job Knowledge: Ability to operate kitchen appliances (dishwasher, garbage disposal, microwave, coffee maker, ice machine), office equipment (photocopier, telephone) and household appliances (vacuum cleaner, carpet shampoo machine). Familiarity with OSHA-MSDS sheets and procedures, Fire and Safety procedures and food-handling regulations.

Other: Maturity, friendliness, and enjoyment in working with older adults

## **BASIC REQUIREMENTS**

1. Residents always come first, and their needs will be met unless there is a conflict with the needs of others or the organization as a whole.
2. Residents, resident families, co-workers and visitors will be treated with respect, dignity and kindness.
3. Support the mission, vision and values of the facility
4. Employee behavior will consistently be in a manner that demonstrates both employee's and the company's commitment to an ethical, honest and above-board approach in all dealings with employees, customers, suppliers and the community.
5. Report to work on time and for scheduled shifts as attendance is required to perform the duties and responsibilities of this position.