

- Escorts residents to and from appointments and various planned activities; promotes resident participation during such trips.
- Responds to resident health emergencies in a clinically appropriate manner.
- Monitors and administers medications and treatments to ensure that proper dosages/treatments are taken according to doctors orders.
- Handles incoming donations, cleans items appropriately and distributes to residents as needed.
- Works to keep resident storage area neat and helps residents place items in and out of storage.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: High School Graduation or equivalent.

Experience: Six months prior experience working in a nursing home, extended care facility, adult foster care home or similar such setting.

Other Requirements: C.P.R. and First Aid Certification

Knowledge of:

- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills in:

- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Actively looking for ways to help people.
- Adjusting actions in relation to others' actions.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Being aware of others' reactions and understanding why they react as they do.
- Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Talking to others to convey information effectively.

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- Communicating effectively in writing as appropriate for the needs of the audience.
- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Teaching others how to do something.

Ability to:

- Communicate information and ideas with clear speech so others will understand.
- Listen to and understand information and ideas presented through spoken words and sentences.
- Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- See details at close range (within a few feet of the observer).
- Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Read and understand information and ideas presented in writing.
- Apply general rules to specific problems to produce answers that make sense.
- Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Identify and understand the speech of another person.
- Bend, stretch, twist, or reach with your body, arms, and/or legs.
- Use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- Exert yourself physically over long periods of time without getting winded or out of breath.
- Deal calmly and effectively with high stress situations.
- Guide oneself with little or no supervision, and depending on oneself to get things done.
- To be sensitive to others' needs and feelings and being understanding and helpful on the job.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job may require the ability to perform any of the essential functions contained in this description. These may include, but are not limited to, the following requirements. Specific requirements for a job will be identified at the time of employment. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to perform C.P.R. on a client.
- Squatting, stooping, kneeling to performs housekeeping tasks.
- Ability to lift boxes of supplies and clothing, and other items
- Ability to climb stairs on a regular basis.

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Working Conditions:

- Exposure to dysfunctional clients having emotional, behavioral and medical problems.
- Exposure to communicable diseases.
- Works in confined spaces to perform housekeeping tasks.
- Works in cramped body positions to perform assigned tasks.