



Casey's Pond

Care Partner

General Statement of Duties:

Provides direct care to residents, while promoting the resident's highest level of functioning, as directed by management. Assists in maintaining the residents' environment in a safe and neat manner. Promotes quality service in accordance with Casey's Pond, state and federal regulations. Non-exempt.

Supervision Received:

Reports to Assisted Living Director

Supervision Exercised:

None.

Essential Functions:

1. Performs/assists with all resident direct care needs and comforts of daily living as needed. Including but not limited to: bathing, dressing, oral hygiene and grooming, and answering and responding to call lights in a timely and professional manner.
2. Provides all additional resident care needs and comforts of daily living. Including but not limited to: maintaining cleanliness of resident's room to include light daily cleaning as required, making beds, and straitening up room.
3. Assisting residents with self-administration of medications.
4. Supporting, leading, and participating in a resident-centered activity program.
5. Working as a team member in assigned neighborhood.
6. Communicates professionally and effectively, verbally and in writing.
7. Follows written and verbal directions.
8. Provides exemplary customer service to residents, peers, families, managers, and visitors.
9. Reports any changes in physical or mental conditions on a timely basis.
10. Follows all company, facility, and state policies and procedures.
11. Assists nurses with assigned tasks, including but not limited to: measuring and recording vitals, gathering weights, documentation on the residents, making beds, cleaning closets, organizing and ensuring cleanliness of resident living areas, assisting with new admissions as assigned.
12. Assisting in the training and orientation of new staff as assigned.
13. Knows resident rights and helps the residents exercise and/or protect their rights.
14. Reports resident complaints to nurse or supervisor in charge, maintains confidentiality.
15. Documents resident information timely, accurately, and confidentially according to the procedures set forth in the electronic medical record system.
16. Demonstrates proper use of equipment. Reports equipment needs or repairs.

17. Uses protective equipment, follows infection control protocol standards, policies, and procedures.
18. Practices universal precautions.
19. Performs food service functions to include: preparing residents for meals, serving food, assisting with eating, after meal care, passing snacks and fresh water/ice, recording food/fluid intake, noting changes of eating habits and appropriately reporting.
20. Communicates effectively with the residents, families, visitors, members of the health care team, and other disciplines.
21. Maintains educational development in compliance with state and federal regulations and current knowledge of resident care practices.
22. Utilizes sound judgment and experience to solve moderately complex problems in adherence with organizational policies.
23. Performs other duties as assigned in line with HIPAA compliance.

Education:

High school diploma or equivalent required.

Experience:

One-year long-term care experience preferred.

Requirements:

1. First Aid and CPR certification required upon hire.
2. Certified Nurse Aide Certification preferred.
3. Annual TB testing and/or screening.

Skills:

1. Ability to stand, walk, sit, feel, reach, bend, stoop, crouch, talk, hear, and see.
2. Ability to lift, carry, push, and pull up to 50 lbs.
3. Excellent interpersonal and communication skills for interacting with residents, guests and fellow employees.

Knowledge:

1. Has a basic level of a skill and can follow written or verbal instructions.
2. Has basic technical skills to complete a few repetitive and well-defined duties.
3. Has a basic knowledge of the organization in order to answer basic questions.
4. Must have working knowledge of facility emergency procedures including fire and disaster drills.

Abilities:

1. Ability to follow facility policies.
2. Ability to maintain resident confidentiality and adhere to HIPAA policies.
3. Can make standard and routine decisions based on detailed guidelines with little independent judgment. Problems are generally solved with clear, detailed guidelines or by reporting them to a supervisor.

Equipment:

1. Equipment to be utilized may include vacuum cleaner, wheelchairs, canes, walkers, oxygen tanks, and basic clinical instruments.
2. Cleaning equipment used, such as commercial cleaning solvents, will be those provided by the facility and are to be used only as directed on product label.

Working Conditions:

1. Weekend, evening, or night work as needed to ensure shift coverage.
2. This position has been classified as Patient-Facing, a position in which the incumbent could reasonably be expected to routinely interact with patients and/or patient family members. Employees in Patient-Facing positions are exposed to healthcare conditions that may require additional training, immunizations, and use of Personal Protective Equipment (PPE).
3. Possible exposure to blood-borne pathogens, various drugs, chemical, infectious, communicable diseases or biological hazards.
4. Subject to injury from falls, burns, odors, or cuts from equipment.

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.

I, _____ acknowledge that on this date,

(Print Name)

I have received the following job description for my present position.

Signature of Employee: _____

Date: _____