



73 River Street, Woodstock, VT 05091

Job Title: Resident Assistant Second/Third shift____

Education, Training, & experience:

High School Graduate, minimum of 2 years of experience with geriatric patients preferred. Nursing assistant or comparable training in the general care of the elderly is very helpful.

Job Relationships:

Supervised by Director of Nursing, Executive Director, Assistant Director

Tools and Equipment:

- State Regulations and Policy & Procedure of the Homestead.
- Resident files, Medication Administration Records, Care & treatment Records, nursing supplies, and resident care equipment.
- Attend continuing education programs provided by the Homestead.

Job Responsibilities:

- Act as host/hostess for The Homestead, screening, directing, and assisting visitors. Answer telephone calls, provide information, take messages or direct to the proper person.
- Work in Conjunction with the Director of Nursing who will create, review, and update procedures involving residents' care.
- Review daily activities log, check for resident appointments, copy forms for appointments and assist with finding transportation as needed.
- Make entries into log of illness, activities, entries for repairs as needed, flowers and/or gifts received, resident meal guests, etc.

- Assure the documentation in the resident's record of any changes in a resident's condition.
- Assist residents with requests and problems as they arise, including pendant alarm calls. Assist residents with baths, and personal care, as needed, or as scheduled per treatment sheet.
- Assist with "medication management", following policy and procedure. Take vital signs and diabetic glucometer readings, report and document readings.
- Will keep the Director of Nursing and Executive Director closely informed as to the health, welfare, and psychosocial needs of the resident.
- Must be sensitive to the needs of the elderly, meet psychosocial needs of residents, and work closely with the Director, and RN to create, maintain and protect the private homelike atmosphere for residents while observing all HIPPA standards.
- 2nd Shift- Collect laundry from residents who require our assistance.
- 3rd shift-Wash, dry and fold resident laundry.
- 3rd shift-On weekends (Saturday and Sunday) collect, wash and fold house laundry such as kitchen towels, bathroom towels, place mats and table clothes.
- Perform other duties as required or assigned.

Job Requirements:

- Able to lift dead weight of 50lbs.
- Able to push a wheelchair with 200lbs. occupant.
- Strong and clear verbal communication skills.
- Able to read and follow written and verbal orders.
- Able to spell and write legibly.
- Meet the public and residents needs in a pleasant manner.
- Must have empathy for the elderly and their families.
- Must be willing to learn and apply concepts of care.
- Must be able to work as a member of a professional care team.
- Must treat co-workers and Directors with respect.
- Must stay alert, awake, and oriented during entire shift.
- Will be trained for First Aid, C.P.R. and A.E.D.

By signing this job description, you are stating that you understand the responsibilities and requirements as 2nd/3rd shift R.A. at The Homestead. Your signature is your agreement that you will fulfill this commitment, and abide by the description above.

Signature of Employee: X_____ Date:
X_____

Signature of Executive Director: X_____ Date:
X_____

Updated: 2023