

Pine Valley Healthcare and Rehabilitation Center

Position Description

Position Title: Resident Assistant (RA)

Department: Nursing

Reports to: RN or LPN

Pay Grade: 6

Date:

Hours Per Week:

FLSA Status: Non-exempt

Purpose of Position

The primary purpose of this position is to allow an individual to complete the non-direct tasks listed below. The work is performed under the general supervision of a LPN or RN.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

Resident Rooms:

- Unoccupied bed making.
- Non-direct care tasks.
- Pass clean linen.
- Stocking supplies to resident rooms or nurses servers.
- Putting away resident laundry.
- Assisting in straightening room, bedside stand, closet and/or drawers.
- Assisting caregivers in obtaining necessary supplies.
- Delivers water to residents that are capable of having water at bedside.
- Deliver mail to residents and assist in opening as appropriate.
- Delivery snacks.

Dining /Living Room Areas:

- Distribute linens and set tables prior to meals.
- Distribute trays to independent residents.
- Set up trays for independent residents.
- Serving food items to tables.
- Pick up trays and food items from dining areas and return carts.
- Fill water pitchers.
- General cleanup of spills during meal time.
- Light house-keeping, cleaning in individual living areas, common living areas, dishes, laundry,

vacuuming, etc.

Activity Areas:

- Provide Companionship & enjoy working with seniors.
- Assemble activity equipment.
- Assist with activity set up and take down.
- Tune radios and televisions to resident preferred programs
- Clean and straighten areas before and after activity.
- Assist individual residents in accomplishing an activity.
- Write cards or letters with residents.
- Read to residents.

Other:

- Answer phones.
- Greet and direct visitors.
- Maintain nursing unit and resident areas in a neat manner.
- Visit with residents.
- Transport resident via wheelchair.
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Minimum Training and Experience Required to Perform Essential Job Functions

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.
- Ability to utilize a wide variety of descriptive data and information such as regulations, flow sheets, lists, schedules, procedure manuals, resident records, correspondence and general operating manuals.
- Ability to communicate effectively with residents, co-workers, visitors, residents' families and volunteers.

Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgment criteria, as opposed to criteria that are clearly measurable.

Physical Requirements

- Ability to coordinate eyes, hands, feet and limbs in performing movements required to provide care to residents.
- Able to lift, bend, stoop, kneel, reach and walk briskly for long periods and able to stand for long periods.

Environmental Adaptability

- Ability to work under conditions which require exposure to environmental factors such as odors, toxic agents, irate individuals, intimidation and disease. This exposure may cause some discomfort and presents a risk of injury.

Richland County is an Equal opportunities Employer. In compliance with the Americans with Disability Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisors Signature

Date

Date