



Medication Aide/ Resident Assistant Job Description

Reports To: Resident Care Coordinator, Executive Director

Summary of Responsibilities: Provide activity-focused resident services, in accordance with physical and cognitive needs, as outlined in the Resident Care Plan. Administer medications to residents in accordance with state regulations. Ensure the physical safety of all residents.

Primary Job Responsibilities:

1. Follow the Resident Care Plan in providing services to residents. Assist with any needed updates and reviews.
2. Assist residents with activities of daily living, including bathing, grooming, eating, toileting, hygiene and mobility as specified in the Resident Care Plan and other communications.
3. Supervise residents with prescribed medication, in accordance with state regulations, and according to physician orders.
4. Will take vital signs as needed and as directed by the Resident Care Coordinator.
5. Encourage socialization among residents. Review and be familiar with the Resident Life History form as a tool to learn residents' social history and interests. Follow the Activity Care Plan and encourage participation as directed. Conduct activities when assigned.
6. Assist the Activity Director by bringing/encouraging residents to participate in the community's activities. Promote activities enthusiastically to generate resident interests.
7. Monitor health, safety and well being of the residents. Monitor and supervise activity of Resident Assistants.
8. Communicate information pertaining to changes in residents' functional status, personal needs, appointments, etc. in accordance with community policies and procedures. Document and complete incident reports for any out of the ordinary incidences occurring with residents. Notify supervisor of any emergent situations with residents.
9. Assist in keeping the environment safe for residents. Assist with orientation of new residents as directed by Resident Care Coordinator. Assist with all housekeeping functions as needed and make sure building is secure.
10. Is thoroughly familiar with fire, missing persons and all other emergency procedures contained in the community disaster manual and will follow all protocols.
11. Report concerns about residents to Resident Care Coordinator.
12. Respond to resident emergencies, provide first-aid assistance and arrange for appropriate medical attention and follow-up.



13. Practice safety in working around and with equipment.
14. Carry out other duties as assigned by supervisor and all other department directors.
15. Attend required in-service training programs and staff meetings, as determined by Springbrooke policy and procedures.

Performance Expectations:

1. Carry out all policies and procedures of Springbrooke Senior Living.
2. Build constructive working relationships with employees, residents, families and visitors.
3. Uphold all confidentiality policies as they apply to residents, prospective residents, community operations and employees.
4. Promote Springbrooke Senior Living in a favorable way.
5. Promote teamwork in providing services to residents.
6. Convey a positive and professional image to employees, residents and family members.

Knowledge Expectations:

Demonstrate working knowledge or the ability to acquire knowledge through training during the first 90 days of employment in the following areas:

1. OSHA-MSDS sheets and procedures
2. Fire and safety procedures
3. Emergency and first-aid procedures
4. QMAP qualifications in accordance with state regulations
5. Use universal precautions

Work Environment:

1. Heated/air-conditioned, well-lit community with minimal barriers.
2. Weekend work or evening work when scheduled.
3. Lifting, pushing or pulling up to 30 lbs., using proper body mechanics.
4. Bending or kneeling for up to 15 consecutive minutes to perform cleaning tasks.
5. Working 3-4 hours standing, walking, and moving about with out the need to sit down.



6. Performing other duties as assigned.

Requirements:

1. Excellent customer service skills. 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. Demonstrate the ability to nurture and provide structure and support in a care-giving environment.
3. Solid ability to interact and build relationships with older adults.
4. Ability to convey a positive and professional image to residents, family members and co-workers.
5. Effective problem-solving skills and a strong desire to help those who have questions and problems.
6. Demonstrate the ability to comprehend resident service communications, policies and procedures, and medication records and to communicate effectively with residents, family members and co-workers.
7. Build constructive working relationships with employees, residents, families and visitors.
8. Portray a positive and professional image to employees, residents, family members and guests.
9. High school diploma, or equivalent.

Standards:

1. Employees will not work under the influence of illegal drugs or alcohol at any time in accordance with the Drug and Alcohol Policy as outlined in the Employee Handbook.
2. Neat appearance, adherence to dress code and good personal hygiene.

I have read and understand the responsibilities and conditions of my employment in this position. I possess the qualifications indicated and am able to carry out the identified responsibilities with or without reasonable accommodation. I understand that that the statements herein are intended to describe the general nature and level of work being performed by me and are not intended to be an entire list of responsibilities, duties and skills required of me. I also understand this job description does not establish a contract for employment and are subject to change at the discretion of Springbrooke Senior Living.

Employee: _____ Date: _____
Supervisor: _____ Date: _____