

POSITION DESCRIPTION

POSITION TITLE **Nurse Aide - Care Specialist**

SUMMARY The Care Specialist provides medical and physical care to the residents of the neighborhood to meet their daily needs and enable them to function at the highest possible level. While this care is provided under the leadership of a professional nurse, the Care Specialist is the resident's closest advocate in the neighborhood. All care specialist tasks are performed in accordance with current standards, guidelines and regulations and in a safe and efficient manner.

SUPERVISOR Neighborhood Leader and will report to Neighborhood Nurse each shift

ESSENTIAL JOB
RESPONSIBILITIES

1. Follow the care plan in providing care and services to residents.
2. Assist in the development and updating of each resident's care plan. Closest advocate in directing their care and honoring their preferences.
3. Attends to all resident personal hygiene and personal care needs, including but not limited to grooming, hygiene, dining and nutritional, mobility, elimination, psychosocial and safety needs.
4. Consistently works with all neighborhood team members, led by resident and family preferences to meet the needs and desires of all neighborhood residents.
5. Strip and make resident beds weekly and as outlined in the resident care plan. Clean rooms according to outlined schedule for deep cleaning.
6. Assist resident dining by serving and cleaning.
7. Light housekeeping and cleaning of resident rooms and equipment on assigned days according to schedule.
8. Encourage socialization/activities among residents.
9. Assist residents with escort to activities as needed or as outlined in the care plan.
10. Assist with the activity program; conduct activities as directed by the Neighborhood Leader, Neighborhood Nurse and Activity Director.
11. Promote activities enthusiastically to pique resident interest.

12. Observe residents and immediately report concerns and/or changes in resident behavior, physical, and/or emotional state as well as any suspicions of abuse or neglect to Neighborhood Leader and Neighborhood Nurse.
13. Document information pertaining to changes in resident functional status, personal needs, appointments, etc. Identify changing needs and conditions at first indication, and report immediately to Neighborhood Nurse or Neighborhood Leader.
14. Assist in keeping the environment safe for residents. Report concerns.
15. Assist with resident laundry as needed.
16. Promote resident independence, offering choices and fostering self-help skills and document accordingly.
17. Identify and organize all supplies needed to perform tasks and report needs to supervisor.
18. Practice safety in working around and with equipment, chemicals, tools and utensils.
19. Attend general orientation and mandatory in-services and Nursing/Neighborhood department meetings.
20. Must be able to work independently or as a member of the team.
21. Other duties as directed by the Neighborhood Nurse and Neighborhood Leader.

WORKING CONDUCT

1. Resident-centered approach to caregiving and service delivery.
2. Adhere to and carry out all policies and procedures.
3. Report on-the-job injuries to the Neighborhood Nurse or the Neighborhood Leader before the end of the work shift on the day the injury occurs.
4. Establish and maintain constructive working relationships with coworkers, residents, families and visitors.
5. Demonstrates healthy conflict resolution techniques as well as a willingness to work out personal conflicts with others with respect.
6. Maintain confidentiality of verbal and written information pertaining to residents, facility operations and personnel.
7. Demonstrates ability to communicate effectively and with respect toward others.
8. Must demonstrate the intention to strive for high efficiency while always respecting and preserving each resident's dignity.
9. Work hours as assigned or scheduled and be flexible to work other shifts or neighborhood if the need arises.
10. Must be punctual with a good attendance record.

11. Must be able to prioritize and organize work effectively and efficiently.
12. Must be flexible and adaptable to changing situations.
13. Must be mature, emotionally stable, and remain calm in stressful situations.
14. Promote Bethany Home in a positive way.
15. Promote teamwork in providing services to residents.

KNOWLEDGE EXPECTATIONS

1. OSHA regulations -MSDS sheets and procedures
2. Fire and safety procedures.
3. SD Department of Health and Federal regulations related to Bethany Home license.
4. Food safety regulations.
5. Knowledge and skills related to caring for persons with dementia.
6. Knowledge and understanding of resident rights.
7. Operation of kitchen appliances (microwave, coffee maker, ice machine), office equipment (photocopier, telephone) and neighborhood appliances.
8. Basic computer skills and familiarity with Electronic Health Record.

WORKING CONDITIONS

1. Heated/ Air-conditioned, well-lit facility with minimal barriers
2. Must be willing to work every other weekend/holiday to assure adequate coverage.
3. Ability to lift, push or pull up to 30 lbs., using proper body mechanics and/or available equipment.
4. Bending or kneeling for up to 15 consecutive minutes to perform cleaning tasks.

QUALIFICATIONS

1. Skills in nurturing and organizing similar to those in a domestic neighborhood.
2. Maturity, friendliness and enjoyment in working with people.
3. Reliable transportation.
4. **Homebuilding: Respect the resident room as home and assist the resident in feeling in charge of everything that happens within. Contributes to making the neighborhood a healthy and happy place, works together to get things done, facilitates the creation of homey spaces, sees the possibilities and creating a daily life that naturally facilitates pleasurable moments, laughter and fun with lots of opportunity for a wide variety of meaningful relationships. Engages sensitively and appropriately throughout the neighborhood.**

STANDARDS

1. 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. Employees will not work under the influence of mood-altering or illegal drugs or alcohol.
3. Neat appearance, adherence to the dress code and good personal hygiene are expected.

I have read and understand the responsibilities of this position. I possess the qualifications indicated and am able to carry out the identified responsibilities with or without reasonable accommodation.

I understand that the first three months of employment are probationary. Furthermore, I understand that during this probationary period employment may be terminated at will by either party.

Bethany Lutheran Home for the Aged, Inc. is an equal opportunity employer.

Nurse Aide - Care Specialist

Date

Director of Nursing

Date

Approval date	<u>2/5/16 JW</u>	Review date	_____	Review date	_____
Review date	<u>4/6/16 KL</u>	Review date	_____	Review date	_____
Review date	_____	Review date	_____	Review date	_____
Review date	_____	Review date	_____	Review date	_____