

SKY RESIDENTIAL SERVICES, INC.

RESIDENT ASSISTANT JOB DESCRIPTION

General Summary:

The Resident Assistant provides high quality, 24 hour supervision and direct care to residents, in accordance with the Individualized Service Plan, CBRF/AFH home regulations for the State of Wisconsin and the Sky Employee Handbook, recognizing the individual needs and encouraging independence.

The person in this position must be caring and treat each resident in their care with dignity and respect at all times. The Resident Assistant must be a role model, an educator and a leader and must solve problems, make informed decisions and guide in a wise and timely fashion in order to achieve maximum results.

Requirements and Education:

- 18 years of age or older.
- Have completed all required CBRF/AFH certifications
- Ability to work assigned schedule including nights, weekends, and holidays.
- Strong interpersonal, communication, organization and follow-through skills.
- Ability to work independently.
- Willingness to learn new things and to be challenged.
- Ability to recognize changes and variations from the normal and report them to your supervisor.

Essential Job Functions:

1. Be knowledgeable of the duties for all of the shifts that you work.
2. Provide awake care, unless otherwise agreed in writing.
3. Adhere to assigned schedule, report changes promptly and be flexible to changes.
4. Complete all required educational programs, including house meetings, and keep all certifications up to date by participating in continuing education courses.
5. Use the Individualized Service Plans (ISPs) as a guideline in the care of the residents in all areas as outlined:
 - a. *Functional Assessment: transfer/evacuation, mobility, adaptive equipment, restorative care, housekeeping, sleep*
 - b. *ADL's: dressing, eating/diet, hygiene/grooming, bath, bowel, urination*
 - c. *Psychosocial Assessment: vision, hearing, speech/telephone, memory, emotional/behavior, activity/social*
 - d. *Wellness Assessment: safety, pain, health monitoring, medication management, skin treatments, dental*
 - e. *Diagnosis specific Care Plans: diabetes, pain, respiratory, activity, cardiac, skin integrity, terminal, wandering, impulse control*
 - f. *Falls Risk Evaluation*
 - g. *Behavior Risk Evaluation*
 - h. *Activity Evaluation*
 - i. *Medication Profile*
 - j. *Specific protocols for residents daily activities*

6. Keep the facility in clean orderly and safe condition inside and out, including windows, yard, and walkways to include show shoveling and removal of hazards.
7. Perform delegated tasks as instructed by your supervisor.
8. Adhere to assigned menu and special diet requirements or restrictions.
9. Understand and perform acceptable standard healthcare practices.
10. Observe and report resident's condition and any safety hazards to your supervisor in a timely manner.
11. Document observations and activities in an accurate, complete and timely manner.
12. Be timely for assigned work shifts and remain for the duration scheduled.
13. Provide suggestions for improvement that are consistent with the company objectives.
14. Maintain accurate time records and provide requested documents to keep information current.
15. Possesses organizational skills necessary to carry out their regular shift duties and to complete additional tasks inherent to the position.
16. Protects resident health information and company information according to company policies and procedures and federal and state law and regulations.
17. All work will be performed in accordance with all government laws, regulations, ordinances, court rulings, company policies, and company memoranda, in those jurisdictions in which the company operates.
18. Maintains professional appearance, attitude and demeanor at all times while on duty to convey confidence and reflect positively on the company.
19. Communicate all business matters including verbal, visual, or written, whether internal or external, in a professional tone and content and according to any applicable company policies and standards.
20. Works as a team member, providing encouragement and support to co-workers while keeping management informed of potential issues.
21. Be knowledgeable in emergency procedures and ready to take appropriate action.
22. Participates in Coordinated Care Conferences as required.
23. Other duties as assigned.

Communication:

Ability to effectively communicate in the spoken word and the written word.

Skills and Competencies:

- Ability to train, share information and build relationships appropriately.
- Ability to provide and promote outstanding resident service.
- Ability to adjust priorities and manage time wisely in a fast-paced environment.
- Ability to maintain records and documentation.
- Ability to communicate issues and the willingness to resolve conflict.
- Ability to operate all equipment necessary to perform the job.
- Ability to distinguish and maintain professional boundaries with co-workers, Care Managers, Social Workers, service providers, family members, guardians and residents.
- Ability to respect others time, space and need for concentration. Socializing and interruptions must not impede work flow.

Decision Making:

On a regular and continuous basis, the Resident Assistant exercises judgment and assumes responsibility for decisions, consequences and results which have a direct impact on people, costs and/or quality of service.

Scope of Responsibility:

The Resident Assistant is familiar with the formal and informal goals, standards, policies and procedures within the facilities/company.

Certification:

CBRF Certifications

Physical Requirements:

- Reaching by extending hand(s) or arm(s) in any direction
- Able to carry bundles up or down stairs and lift with or without assistance of at least 10 lbs.
- Able to stand, bend, stoop, squat, kneel and reach freely
- Must be able to assist residents with standing, walking and transferring
- Communication skills using the spoken word and written word
- Ability to see and hear within normal parameters

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.

Statement of Position Holder:

I accept responsibilities of this position and agree to perform the work, produce the results, and meet the standards set forth in this position description. If I do not perform the work, produce the results and/or meet the standards, I am aware that I am subject disciplinary action up to and including termination.

Signature of Employee

Date

Printed Name

Sky Residential Services, Inc. is an equal opportunity employer.