



Approval _____

- Corporation:
- Valley VNA Health Systems, Inc.
 - VNA Assisted Living, Inc.
 - VNA Apartments, Inc.

Job Title: Resident Assistant

Job Summary: Provides residents with personal cares, social activities, household assistance, nutritional assistance, medical monitoring and medication administration on a daily basis.

- Functions:
Key Performance Indicator
1. Reads and implements Individualized Service Plans.
 2. If trained, distributes medications according to Medication Administration Records (MAR) while following appropriate medication administration protocols.
 3. Provides personal cares to residents as needed daily. This includes bathing/showers and oral cares.
 4. Monitors resident health, reporting changes to Shift Manager/RN and documenting.
 5. Performs vitals/ weights weekly and as needed.
 6. Updates resident records by documenting daily observations and tasks.
 7. Other duties as assigned.
 8. Will follow Valley VNA Policies and Procedures.
 9. Will complete required training and staff in-service training.

Life Enrichment

1. Maintain communication with Life Enrichment Coordinator on an as needed basis to aid in developing monthly calendar.
2. Assist residents to and from activities and lead as needed..
3. Chart residents' participation.
4. Other duties as assigned.

Homemaker

1. Makes beds daily and changes linens per schedule and as needed.
2. May need to assist with personal laundry as needed.
3. Keep linen area organized and cleaned.
4. Clean common areas, and public bathrooms per checklist.
5. Other duties as assigned.

Dining Services

1. Set the tables for the meals and serve the food to the residents.
2. Serve and clean kitchens/dining area per checklist.
3. Ensure snacks are given per individual ISP's.
4. Cook and prepare select meals.
5. Other duties as assigned.

- Qualifications:
1. Certified Nursing Assistant or Resident Assistant Certification.
 2. Experience providing services to elderly disabled, or persons with dementia.
 3. Good verbal, reading, and written communication skills.

Physical and Mental Demands: The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of their jobs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk, stand and lift up to 40 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing job duties, the employee is regularly required to use written and oral communication skills; read and interpret data; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple, concurrent tasks; and interact with team members, residents, family members and others encountered in the course of work.

- Work Environment:
1. General pleasant work environment.
 2. Exposure to extreme heat or cold.
 3. Quiet to moderate noise level.
 4. Occasional exposure to offensive odors/fumes.
 5. Occasional exposure to exposure to toxic/caustic chemicals; gloves required.
 6. Potential exposure to transmissible disease and virus.

Responsible To: Shift Manager / Administrator of Assisted Living

Benefit Status:

- 100% Benefits - Fulltime
- Non-Benefits - Part-time

Pay Status:

- Salaried Exempt
- Hourly Non-exempt

I have read the above job description. I am able to do all the essential tasks with or without accommodation and have all the qualifications stated.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____