



Currently Legacy House, one of SCIDpda's Senior Services programs, has an opening for a Part-time CNA/Home Care Aide, Weekend Evening Shift, 2:30 pm-11:00 pm.

**General Nature & Scope:** CNA/Home Care Aides assist older people who are functionally, physically, and or socially impaired and need 24-hour oversight. The CNA/Home Care Aide's role is to assist residents with those activities of daily living that they are unable to perform without help, fostering at all times residents' independence and freedom of choice. All responsibilities will be conducted in a manner that is consistent with the philosophy of assisted living.

**Essential Duties:** Include the following; other duties may be assigned depending upon project, client or workflow needs.

1. Activities of Daily Living (ADLs): Provides assistance with
  - Dressing and undressing (clothing should be clean and appropriate for the season)
  - Bathing & lotion assist
  - Personal Laundry
  - Personal hygiene (shaving, denture care, nail care, hair care, foot care)
  - Mobility devices (cane, walker, wheelchair, crutches) including monitoring of safe transfer and ambulation techniques
  - Care of ADL devices such as eyeglasses, contact lenses, hearing aids
2. Instrumental Activities of Daily Living: Provides assistance with
  - Telephone (answer & redirect calls)
  - Empties trash in resident apartment
3. Medication Assistance
  - Assist residents with self-administration of medications, including monitoring of medication supplies and documentations
4. Health Maintenance and Monitoring Tasks
  - Observe and report changes in residents' physical condition and cognitive/emotional status to Resident Services Coordinator as needed
  - Conduct room checks and resident rounds
  - Monitor for environmental safety hazards
  - Record incidents, errors, or accidents
  - Record resident and resident-related events
5. Dining:
  - Assist in a variety of tasks related to dining (escorts & reminds residents at meal time, sets up and cleans tables, serves meals)
  - Takes point of service meal count
6. Activity Program:
  - Responsible for participating in and supporting the resident-centered activity program
7. Emergency Preparedness:
  - Respond to and act appropriately in emergency or disaster situations
8. Leadership:

- Plan and complete duties with minimal direction from supervisor
- Work collaboratively with peers and other team members
- Use tactful, diplomatic communication techniques in potentially sensitive or emotionally charged situations
- Follow up with appropriate staff, residents, or other individuals regarding reported complaints, problems, and concerns
- Act as ambassador and public relations representative to guests and other off-campus visitors
- Maintain client's confidentiality
- Maintain all certifications required for employment

9. Administrative Responsibilities:

- Monitor appropriate use of resident care, office and other needed supplies
- Copy special paperwork or forms
- Prepare and maintain resident census records

10. Other Duties:

- Attend and participate in staff meetings
- Participate in in-services, projects or committees as assigned
- Assist with quality assurance programs when indicated
- Assist in training of new staff

**Supervisory Responsibilities:** none

**Qualifications:**

1. Must have valid Certified Nursing Assistant (CNA) and/or Home Care Aid certification
2. Demonstrate an appreciation of the heritage, values, and wisdom of the residents and an understanding of the aging process
3. Must be able to think, act, and intervene independently in both routine and emergency situations
4. Must be able to relate to residents and staff in a courteous and respectful manner
5. Must be reliable, able to work flexible hours and participate in holiday activities

**Knowledge, Skills, and Abilities**

1. Must be able to read, speak and understand basic English
2. Bilingual in an Asian language is strongly preferred
3. Able to report & document changes concerning residents in writing and via computer

**Education & Experience:** Any combination of experience and training that would likely provide the required knowledge; skills and abilities will be considered.

1. Experience in providing personal care services to seniors
2. Trainings preferred in CPR and First Aid
3. High School Diploma or GED

**Physical Demands / Working Conditions:** The physical demands here are representative of those that must be met by an employee in a business office environment to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Work is performed mostly in residential environment with a low to medium noise volume. While performing the duties of this job, the employee is frequently required to read, speak, stand, walk, sit, observe & provide assistance to the residents.
- Must be able to walk four miles daily
- Must be able to lift/push up to 50 pounds
- Must be able to lift, carry, stand, bend, squat, crawl, reach, and kneel using good body mechanics for sustained periods of time

- Must possess sight/hearing senses, or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met
- Must be in good general health and demonstrate emotional stability in order to cope with the physical, mental and emotional stress of the position
- Comes in contact to body fluids, infection, odors, and behavior of residents
- Exposed to chemicals/cleaning solutions

This position description generally describes the principle functions of the position, the level of knowledge and skills typically required and the general scope of responsibility. It is not intended as a complete list of specific duties and responsibilities and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relieve other employees, to equalize peak work periods or otherwise to balance the workload as needed.