

## **HARBOR HOUSE MINISTRIES**

### **Job Description**

**POSITION TITLE:** Resident Aide

**RESPONSIBLE TO:** Home Supervisor/Executive Director

*Position Summary:* Provides Harbor House residents with personal care and other assistance with activities of daily living as outlined by resident care plans and doctor's orders. Works cooperatively with other team members to ensure excellent service is provided to residents and their families.

#### *Qualifications:*

##### *Resident Aide:*

1. Must be 18 years of age and have a high school diploma or GED
2. Possesses strong interpersonal communication skills
3. Dresses and behaves in a professional manner, follows dress code
4. Able to perform shift work including weekends and holidays
5. Able to work autonomously and as a team member

#### *Basic Objectives and Responsibilities:*

1. Provide residents with personal care and assistance with activities of daily living
2. Assist residents with carrying out physical, spiritual and behavioral (when applicable) care plans
3. Ensure proper documentation and record keeping is maintained
4. Complete housekeeping, dietary and day programming tasks as needed to meet resident needs
5. Interact professionally with other staff, visitors, and family members
6. Comply with company policies, standards, and licensing rules
7. Perform other tasks as requested by the Lead Aide/Home Supervisor

#### *Physical Requirements:*

1. Able to lift 50 lbs either alone or as part of a two-person assist of a larger person, at times repetitively
2. Have unlimited bending and stooping capacities including but not limited to:
  1. as part of a one or two person assist of a resident off the floor
  2. assisting a resident out of a couch or chair
3. Able to pivot while bearing the weight of a resident
4. Sighted so as to be able to read small print and handwriting
5. Able to hear in order to communicate over the telephone and in person
6. Able to speak in order to communicate over the telephone and in person
7. Cognitively able to reason and solve complex problems
8. Possess fine motor skills so as to be able to write reports and complete all resident cares as written

## **ESSENTIAL JOB FUNCTIONS – Resident Aide**

1. Provide personal hygiene to residents including assistance with teeth brushing, peri care, showering and bathing, as well as other personal hygiene needs.
2. Provide assistance to residents with toileting and/or use of incontinence products.
3. Provide assistance to residents with getting dressed and/or undressed.
4. Provide assistance to residents with personal grooming tasks such as shaving, clipping finger nails and toe nails, manicures, brushing, combing and styling hair, application of makeup, and other grooming tasks requested by residents.
5. Assist residents with carrying out of spiritual care plan including accompanying to church, praying before meals/bed time, participating in devotions etc.
6. Assist residents with ambulation and transfers.
7. Complete housekeeping tasks including bed-making, setting and clearing tables, cleaning dining room, vacuuming, trash collection and disposal, wheelchair/walker/other special equipment cleaning, bathrooms, shower rooms, dusting, mopping floors, tidying rooms. Also, provide laundry tasks including collect and sort soiled items, launder and dry items, fold clean clothing and linens, distribute and store laundered items and other laundry tasks as necessary.
8. Dietary tasks include preparing, assisting and serving meals and snacks. Cleaning tasks include cleaning and straightening cupboards, mopping floors, cleaning countertops, loading and unloading dishwasher, washing pots and pans, cleaning machines and equipment, cleaning adjacent common areas to kitchen . Restocking storage cupboards with paper products and other items from pantry and storage closets. Collect and dispose of trash and other tasks as necessary.
9. Day programming tasks including encouraging residents to reach individual goals of mobility, independence, communication, sensory and community integration, as well as escorting residents to/from events and activities. Assist residents with daily chores and guide volunteers in activities with residents.
10. Answer phone and transfer calls or take messages as appropriate.
11. Interact with residents, family, and staff in a courteous, professional and helpful manner.
12. Attend mandatory staff meetings and in-services.

*Although every attempt has been made to make this job function list as complete as possible, there may be other tasks not described above which may become necessary for the Resident Aide/Lead Resident Aide to perform.*