

JOB DESCRIPTION

Facility manager/assistant manager, live In, aid, caregiver, CNA, and/or Resident Assistant

1. All employees providing hands on care or supervision services shall be at least 18 (eighteen) years of age.
2. Smoking is not permitted in the facility or garage.
3. This job may require you to lift weights in excess of 25 pounds on occasion, which is a qualification for the position.
4. This position requires in-depth orientation to the residential care facility, its policies and procedures, physical plant and residence. The facility manager will provide on-going orientations to your job responsibilities including but not limited to disaster, first aid, and emergency procedures.
5. Your attendance at refresher training classes every six months is required. Assuring that your continuing education requirements are met is mandatory. Updating your knowledge is paramount to improving your skills with the residents.
6. The manager and/or administrator /Regional Director supervises your position. Direct employee health problems, questions regarding work, grievances, or other problems concerning work to him/her.
7. Each facility will have one person designated and in charge on each shift. If this responsibility rests on your shoulders, use your best judgment. Protect each resident and provide appropriate care and services. Safeguard the facility in the interest of Ashley Manor, LLC. Each telephone should have the phone number of the Administrator and the manager posted beside it. In an emergency, diligently try to contact him/her. If you are unable to contact the administrator or manager, refer to the policies and procedure manual where you will find emergency procedures.

Duties you will be performing:

1. You should report to work on time or give the manager /Administrator advance notice if you are unable to work. (Four hours, when possible.)
2. You will be required to assist residents with activities of daily living including, but not limited to, grooming, care of clothing, selection of clothing, cleanliness of clothing, shaving, bathing, oral hygiene, shampooing of hair, peri-care, assisting with eating, and planning and implementing daily activities.
3. You will be doing housekeeping: i.e. making bed's, changing beds, dusting, mopping, vacuuming, laundry, cleaning bathrooms, deep cleaning each room, windows, etc.
4. You will be assisting residents who have been incontinent of bowel and bladder. You will make sure they are clean and dress them in fresh clothing.
5. You may be required to cook meals for eight (8) to fifteen (15) residents and to follow a menu as it is posted in the kitchen.
6. You will be assisting residents in taking their medications.
7. You will be doing dishes and cleaning the kitchen and the dining room area after meals.
8. You will be answering the telephone. The public may call with questions concerning the facility. Family members may call with questions about their loved one. Direct any questions regarding the health of a resident to the RN.
9. You may be assisting the residents in setting up appointments with doctors, dentists, or other services that are available in the community.
10. You will be keeping records, charting medications, and recording the resident's activities.

11. You may be assisting with admissions, discharges, inventories, and some building maintenance.

You must have the following knowledge, skills, and abilities:

- ?? Ability to aid and attend elderly residents in the activities of daily living. i.e.. bathing, grooming, dressing, etc.
- ?? Ability to prepare meals for the home in an attractive and timely manner. Follow a prepared menu and make appropriate changes as needed.
- ?? Ability to handle emergency situations, such as power outages, medical emergencies, fire, flood, etc.
- ?? Ability to schedule own work load so that meals are on time, residents are not neglected, and the facility is always neat and tidy.
- ?? Knowledge of medications and the physicians instructions for medications, so you can assist each resident in the proper handling of his/her medications, and, with proper training to be able to watch for drug reactions after proper training. A certificate of completion of a State Authorized Medication class is required.
- ?? Knowledge of first aid and CPR, to have taken an accredited first aid and CPR course within the time frame required by the State Regulations and be able to produce evidence of same. This course should be updated as required by State Regulations. and Ashley Manor Care Centers, Inc. policy.
- ?? Physically capable of managing the duties of a large home and the needs of the elderly residents. (i.e. cleaning, laundry, cooking, peri-care, etc.) Evidence of a physical exam and State required tests should be presented upon hire.

Sample of a daily Routine (Times are approximate.)

6:00	Get newspaper, say Good Morning, Breakfast and cleanup Make beds - change scheduled beds Shower, Set hair, dress residents Vacuum all floors Dust entire facility, do laundry Clean bathrooms Deep clean one room per day
12:00	Lunch and cleanup, mop kitchen floor Mop entry, sweep porch Fold laundry, do resident's fingernails, or any extra duties that may be requested of you by the Manager. Activities with residents
5:00	Dinner and cleanup
8:00	Help residents get ready for bed.
9:00	Duties are assigned by each facility manager for the night shift and include but are not limited to, deep cleaning, meal preparation, cooking, and resident care.

PURPOSE: *TO PROVIDE QUALITY CARE AND SERVICE TO THE RESIDENTS OF ASHLEY MANOR CARE CENTERS, INC.*

I have read and I understand my job description and duties. I also understand that there is also a copy of the job description in the Employee Handbook. I may refer to it at anytime.

Signature of employee

Date

Signature of Ashley Manor Representative

Date