

Job Title: Personal Care Attendant / STNA**

Department: Wellness

Category: Hourly, Full Time/Part Time/PRN (as needed)

Supervisor: Director of Clinical Services; Licensed Nurse

Job Summary: Individual is responsible for providing personal care services as assigned by the Licensed Nurse. Provides compassionate care of Residents in compliance with Ohio Residential Care Facility Regulations.

Qualities: Must be sensitive to the social, emotional and physical needs of elders as well as respect their right to dignity and self-determination. Patience and good communications skills are essential. Will act in a professional manner and respond calmly in emergency situations. Must be observant and report any changes in physical, emotional or mental health of the residents.

Requirements: High school graduate or equivalency. Previous experience working in an eldercare facility or providing care for the elderly is preferred. Knowledge and understanding of dementia care preferred. Creativity and flexibility are essential. Good oral and written communications skills are necessary. The successful completion of Personal Care Assistant training and orientation to include competency evaluations, under the direction of a licensed practical or registered nurse. Training and continuing education in meeting the needs of the cognitively impaired resident is required. CPR and First Aide training required. Driver training may be required.

Must be able to assist residents with daily living skills. Able to interact appropriately and professionally with residents, family, visitors, LOHV personnel and governmental agencies. Able to work with frequent interruptions and work with residents who may demonstrate behavioral issues. Able to work a flexible work schedule.

Major Job Duties and Responsibilities:

- Must be available to work various hours including every other weekend.*
- Overtime: May be required**
- Maintains Resident's Rights**
- Read: "Communications Binder" and receive updates from outgoing personnel.**
- Review Daily Calendar of events.**
- Maintains all required documentation.**
- Review Care Plans for any changes in care needs.**
- Provide residents with necessary personal care according to Care Plans and in accordance with required forms and documentation.**
- Answer resident call lights in a timely manner.**
- Safely escort residents to/from LOHV sponsored programs and events and dining area.**
- Observe and report any resident changes in physical, emotional or mental health.**
- Report and assist with any emergency situations.**
- Assists with orientation of new staff members as requested.**
- Assist with life enriching programs and activities to include community outings.**
- Light housekeeping duties are required.**
- Develops and maintains professional relationships with residents, visitors, families and Light of Hearts Villa personnel while maintaining professional boundaries.**
- Maintains resident and personnel right to privacy and confidentiality.**
- Responsible for maintaining a clean, safe, environment for residents and co-workers.**
- Must attend and participate in continuing education programs and monthly department meetings.**
- Other duties as assigned.

Physical Requirements:

- Must be able to lift transfer residents accordingly.
- Must be able to lift up to 35 lbs.
- Must be able to follow written/verbal direction.
- Must be able to crouch, twist, grasp, lift, push, pull, stand, balance, kneel and stoop adequately to perform the essential functions of the job.

General Duties/Responsibilities Required for All Positions:

- Follow established performance standards and implements facility policies and procedures.
- Follow the mission and vision of Light of Hearts Villa.
- Assume accountability for all data contained in the Employee Handbook.
- Perform other duties as directed by your immediate supervisor, department manager or Executive Director.
- Come to work as scheduled and consistently demonstrate dependability and punctuality.
- Clocks in and out appropriately.
- Attend staff meetings, facility education programs and in-service classes as scheduled and required.
- Accept assigned duties in a cooperative manner.
- Assume personal responsibility for following facility procedures related to control of equipment and supplies within the facility.
- Clean and store equipment in appropriate places.
- Assist new employees in following established facility policies and procedures.
- Accept constructive criticism from supervisor or department manager and act accordingly
- Come to work in a clean, neat manner and consistently present an appropriate professional appearance.
- Assume responsibility for compliance with federal, state and local regulations for a Licensed Residential Care Facility.
- Meets all licensure requirements.
- Follow Resident Rights policies at all times.
- Assure that all medical record/resident and employee information is protected and kept confidential.
- Demonstrate the ability to work cooperatively with residents and staff.
- Observe all facility safety policies and procedures.
- Be responsible for the safety and well-being of residents in the facility.
- Identify safety hazards and initiate corrective action plan.
- Follow OSHA Standards as demonstrated by facility policies.
- Observe infection control procedures as demonstrated by facility policies.
- Document incidents and/or unusual problems according to established facility policies.
- Maintain records of appropriate documentation according to federal, state and local regulations.
- Perform all duties assigned in an effective and timely manner.
- Maintains professional boundaries.
- Follows universal precautions.
- Complies with meal breaks and other breaks as outlined in employee handbook.
- Other duties as assigned.

** Please forward resume with cover letter to kaitlynn.stiffler@lightofheartsvilla.org*