

Job Description

Nurse Aide Position Code: FA2100

Name: _____

Department: Nursing
Reports to: Nurse Supervisor
No. Sup.: n/a
W/H Class: Hourly

Date of Hire: _____

Job Summary

Provides basic nursing care to residents within the scope of the nursing assistant responsibilities and performs basic nursing procedures under the direction of the licensed nurse supervisor.

Essential Job Functions

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is a logical assignment to the position.

Residents Rights

- Knows and respects patient rights.
- Ensures all protected health information is kept confidential.
- Reports all complaints made by patients to supervisor.
- Reports all allegations of resident abuse, neglect and/or misappropriation of patient property.

Safety and Sanitation

- Follows established safety policies and procedures.
- Observes safety needs of patients as indicated in care plan.
- Wears and/or uses safety equipment and supplies when indicated and properly trained to use.
- Demonstrates job-specific knowledge of fire and disaster preparedness during drills or actual situations.

Staff Development

- Attends and participates in scheduled in-service training, educational classes and meetings, including safety committee.
- Participates in QAA process.
- Attends and participates in Circle of Care classes.

Personal Nursing Care Responsibilities

- Participates in and receives nursing report upon reporting for duty
- Assists residents with resident care including bathing, grooming, hygiene and placement of adaptive equipment
- Explains procedures to residents before administering
- Keeps residents dry (changes gown, clothing, linen, etc., when it becomes wet or soiled)
- Changes bed linens and keeps linens tight to avoid wrinkles from forming under residents
- Makes beds (occupied and unoccupied)
- Handles linens according to infection control guidelines
- Assists residents with bowel and bladder functions
- Assists residents in preparation for and transporting to appointments, activities and social programs
- Assists with lifting, positioning and transporting residents into and out of beds, chairs, bathtubs, wheelchairs, lifts, etc., in keeping with specific resident safety needs
- Assists residents in ambulation with or without self-help devices as instructed
- Performs restorative procedures as instructed
- Accurately measures and records heights and weights
- Accurately measures and records temperatures, pulses, respirations and blood pressures (TPRs and B/P) as instructed
- Empties urinary drainage bags and records amount in record as indicated; reports any irregularities to nurse
- Ensures call lights are within reach of residents and answers call lights promptly
- Ensures that residents who are unable to call for help are checked frequently
- Ensures that residents' personal care needs are being met in accordance with residents' wishes
- Reports all changes in residents' condition to supervisor as soon as practical

Travel

- Minimal; may escort residents to outside appointments.

Working Conditions

- Considerable exposure to disagreeable conditions including odors, infection, illness and physical contact from disruptive residents.

Principal Contacts

- Works with elderly residents, families and other health care staff members.

General Requirements

Must be able to execute the terms and conditions set forth in the HCR ManorCare Employee Handbook, including, but not limited to:

- Works in a safety-conscious manner, which ensures that safe work practices are used in order not to pose a risk to self or others in the workplace. Reports any safety violations or hazards to supervisor
- Complies with company policies and procedures and local, state, and federal regulations
- Adheres to policy on Drug-Free Workplace
- Interacts in a tactful, diplomatic, and humanistic manner with residents, families, visitors, and co-workers to provide a safe, efficient, and therapeutically effective caring environment which ensures the self-respect, personal dignity, rights and physical safety of each resident and facility guest
- Maintains a dependable attendance record and adheres to standards of cleanliness, grooming, hygiene, and dress code.
- Takes positive action to ensure equal opportunity in the conduct of all business activities without regard to race, color, religion, sex/gender, age, national origin, disability, citizenship, veteran status or any other legally protected category.

I have read/reviewed the job description for the position of Nurse Aide, acknowledge that all items are essential to the job, understand what the job demands, and agree that I am able to perform the essential functions of the job with or without reasonable accommodation.

(Nurse Aide)

(Date)

(Nurse Supervisor)

(Date)

Job Description

Housekeeping Aide Position Code: FA0503

Name: _____

Department: Housekeeping
Reports to: Housekeeping Supervisor
No. Sup.: n/a
W/H Class: Hourly

Date of Hire: _____

Job Summary

The primary purpose of this job position is to perform a variety of general housekeeping/cleaning duties in various areas to maintain the center in a sanitary, safe, attractive, and orderly condition.

Essential Job Functions

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is a logical assignment to the position.

Residents Rights

- Knows and respects patients rights
- Ensures protected health information is kept confidential
- Reports complaints made by patients to supervisor
- Reports all allegations of patient abuse, neglect and/or misappropriation of patient property

Safety and Sanitation

- Follows established safety policies and procedures
- Observes safety needs of patients as indicated in care plan
- Wears and/or uses safety equipment and supplies when indicated and properly trained to use
- Demonstrates job-specific knowledge of fire and disaster preparedness during drills or actual situations

Staff Development

- Attends and participates in scheduled in-service training, educational classes and meetings.
- Participates in QAA program
- Attends and participates in Circle of Care classes

Housekeeping Aide Responsibilities

- Performs all housekeeping/cleaning duties defined in the HCR MANORCARE Housekeeping Manual including, but not limited to:
- Receives assignments from supervisor and follows cleaning schedule as outlined for housekeeping department to clean offices, handicap and visitors restrooms, activity room, kitchen restroom, service entrance and therapy room, entrances and exits, utility areas, closets, lounges, lobbies, halls, etc.; Performs emergency housekeeping.
- Cleans, dusts, washes, and disinfects all fixtures, floors, walls, doors, and ceilings, as required; Scours and polishes water fountains, sinks, mirrors, glass panels in doors and partitions, brass and movable and stationary furnishings and fixtures; Changes slip covers, scarves, doilies, etc. when soiled and arranges furniture and equipment in an orderly fashion; Cleans ledges, shelves, vents, windows, window sills, etc.; Removes and re-hangs curtains, drapes, and dividers for cleaning when needed; Replenishes soap and towels in appropriate receptacles.
- Empties and cleans ashtrays and wastebaskets.
- Works jointly with maintenance department personnel to service floors, all patient rooms, baths, lounges, nurses stations, and offices, as assigned.
- Performs terminal cleaning duties according to established procedure in patient rooms when patient has been discharged or transferred and prepare rooms for new occupants.
- Performs cleaning duties in isolation units when patient is transferred according to established procedures (see Nursing Procedure Manual)
- Vacuums and shampoos all carpeting and rugs (has small rugs laundered).
- Maintains order in supply room by cleaning lockers and equipment and arranging supplies.
- Waters and cleans large plants in center.
- Performs any miscellaneous work assignments as may be required.

Job Description

Activity/Recreation Assistant

Position Code: FA0011

Name: _____

Department: Activities
Reports to: Activity/Recreation Director

Date of Hire: _____

Supervises: n/a
W/H Class: Hourly

Job Summary

The Activity/Recreation Assistant supports the efforts of the Activity/Recreation Director in the assessing, selecting, organizing, and implementing of activity/recreational services to address the individualized needs and interests of the overall patient population within the center.

Essential Job Functions

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is a logical assignment to the position.

Residents Rights

- Knows and respects patients rights
- Ensures protected health information is kept confidential
- Reports complaints made by patients to supervisor
- Reports allegations of patient abuse, neglect and/or misappropriation of patient property

Safety and Sanitation

- Follows established safety policies and procedures
- Observes safety needs of patients as indicated in care plan; participates in restraint reduction program
- Follows established infection control precautions and procedures
- Wears and/or uses safety equipment and supplies when indicated and properly trained to use
- Demonstrates job-specific knowledge of fire and disaster preparedness during drills or actual situations

Staff Development

- Attends and participates in scheduled in-service training, educational classes and meetings to maintain current certification as managed by regulatory agencies and company policies.
- Participates in QAA process
- Attends and participates in Circle of Care classes

Activity/Recreation Assistant Responsibilities

- Assists in the development and delivery of activity/recreational programs to promote the patients' opportunities for engaging in normal life enhancement pursuits and to increase and/or maintain functioning levels.
- Maintains precautions/limitations list on each patient.
- Encourages patient participation in group and individual activities including arts/crafts, community outings, religious activities, intellectual/educational activities, community/center service activities, recreational activities, etc.
- Assists in completing activity documentation, when needed, if trained and in conjunction with regulatory requirements and company policies.
- Copies forms for activities, as needed.
- Submits supplies list to Activity/Recreation Director and submits receipts for activity expenditures.
- Assists Activity/Recreation Director in the organization and supervision of the volunteer program including recruiting and training volunteers.
- Assists with Patient Council Meetings when necessary.
- Assists in planning community activities that jointly include the community, staff, families and patients.
- Assists in the completion of a monthly calendar of available activity/recreational programs and posts it in the center.
- Performs any miscellaneous work assignments as may be required.

Employee Name: _____
Activity/Recreation Assistant

Dietary Aide Position Code: FA0303

Name: _____

Department: Dietary

Reports to: Food Service Director

Date of Hire: _____

Supervises: N/A

W/H Class: Hourly

Job Summary

Performs a variety of tasks usually not requiring cooking skills in the preparation, service, and clean up for meals served to patients and staff in the nursing center and other special events.

Essential Job Functions

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is a logical assignment to the position.

Residents Rights

- Knows and respects patient rights
- Ensures protected health information is kept confidential
- Reports complaints made by patients to supervisor
- Reports allegations of patient abuse, neglect and/or misappropriation of patient property

Safety

- Uses Standard Precautions as outlined in policies and procedures
- Follows established safety policies and procedures
- Observes safety needs of patients as indicated in care plan
- Wears and/or uses safety equipment and supplies when indicated and properly trained to use
- Demonstrates job-specific knowledge of fire and disaster preparedness during drills or actual situations
- Operates, cleans and stores kitchen equipment in a safe manner
- Identifies location of MSDS for chemicals used. Is familiar with eye wash station

Staff Development

- Attends and participates in scheduled in-service training and educational classes as mandated by regulatory agencies and company policies
- Participates in QAA program
- Attends and participates in Circle of Care classes

Food Preparation/Production Responsibilities

- Assists cook as directed by the food service director
- Prepares and labels nourishments according to center procedures
- Prepares and portions desserts, salads and other non-entrée foods into dishes; pours beverages
- Follows production sheets and pre-preparation sheets or guidelines when appropriate

Sanitation Responsibilities

- Sweeps and mops kitchen floors as assigned
- Takes trash to the dumpster
- Washes dishes and silverware according to dishwashing procedure.
- Puts clean dishes and silverware away
- Maintains clean, neat, and orderly work areas
- Assists with cleaning of equipment, dishes, silverware and kitchen as assigned
- Washes pots and pans if assigned
- Does cleaning assignments
- Sweeps and mops kitchen floors when assigned
- Takes trash to dumpster if assigned

Employee Name: _____
Dietary Aide

- e. Maintains a dependable attendance record and adheres to standards of cleanliness, grooming, hygiene, and dress code
- f. Takes positive action to ensure equal opportunity in the conduct of business activities without regard to race, color, religion, sex/gender, age, national origin, disability, citizenship, veteran status or any other legally protected category

I have read/reviewed the job description for the position of Dietary Aide, acknowledge that all items are essential to the job, understand what the job demands, and agree that I am able to perform the essential functions of the job with or without reasonable accommodation.

(Dietary Aide) (Date)

(Food Service Director) (Date)

Job Description

Laundry Aide Position Code: FA0601

Name: _____

Department: Laundry

Date of Hire: _____

Reports to: Laundry Supervisor

No. Sup.: n/a

W/H Class: Hourly

Job Summary

Perform a variety of general laundry duties to provide quality, clean laundry service.

Essential Job Functions

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is a logical assignment to the position.

Residents Rights

- Knows and respects patients rights
- Ensures protected health information is kept confidential
- Reports complaints made by patients to supervisor
- Reports allegations of patient abuse, neglect and/or misappropriation of patient property

Safety and Sanitation

- Follows established safety policies and procedures
- Observes safety needs of patients as indicated in care plan
- Wears and/or uses safety equipment and supplies when indicated and properly trained to use
- Demonstrates job-specific knowledge of fire and disaster preparedness during drills or actual situations

Staff Development

- Attends and participates in scheduled in-service training, educational classes and meetings.
- Participates in QAA program
- Attends and participates in Circle of Care classes

Laundry Aide Responsibilities

- Inventories clothing and personal items brought in with new patients and marks with proper identification.
- Picks up brutes with soiled linen from each wing throughout shift; Prepares articles for washing by unbuttoning, turning pockets out, and unrolling sleeves; Sorts soiled laundry into appropriate loads for washing.
- Follows standard washing procedures to add soap solution, bluing, and other chemicals to wash; Washes contaminated linens separately from other linens.
- Dries linens and patient's clothing in dryer.
- Presses garments; Checks condition of linens for worn spots or tears; Folds linen and returns sufficient amount of linen to clean linen room on each wing for needs of day; Distributes laundry to appropriate patient.
- Disposes of unmarked clothing left in laundry.
- Maintains equipment used in performing duties; Cleans washers and dryers, dryer lint filters, and soap dispensers at end or near end of shift; Brushes spillage from floor into drain.
- Cleans brutes and replaces liners daily as assigned.
- Performs any miscellaneous work assignments as may be required.

Education

- High School Diploma or equivalent preferred; ability to read and understand directions.

Experience

- Preferred but not required.