



Job Description

Job Title: Basic Care Aide
Department: Long Term Care
Reports To: Long Term Care DON
FLSA Status: Non-Exempt
Prepared By: Human Resources
Prepared Date: 05/08/2020
Approved By: Long Term Care DON
Approved Date: 05/19/2020
Revised Date:

SUMMARY

With an emphasis on person-centered care and service, a Basic Care Aide will be able to help residents with personal cares including oral care, bathroom assistance, dressing, and grooming. In addition, they will provide support and services in infection prevention and control, emergency preparedness, mobility and positioning assistance, temperature, bedmaking, and nutrition and hydration.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Attends to all resident personal hygiene and personal care needs, including but not limited to grooming, hygiene, dining and nutritional, mobility, elimination, psychosocial and safety needs.

Supports residents in self-care and provides care as necessary for those unable to care for their own needs.

Follows universal precautions, proper infection control, sanitation and safety standards of practice in all work and activities.

Observes residents closely, identifying changing needs and conditions at first indication, and reports immediately to Nursing Staff.

Maintains room order, common areas, as well as support spaces and equipment are to be kept clean and clutter free.

Supports all aspects of the environment, including pets, plants, children, visitors and guests, facilitating all planned and spontaneous needs and activities.

Assists with washing of dishes and cleaning of dining areas as needed.

Regular attendance and punctuality are essential functions of this job.

Attends all educational and other meetings as appropriate.

Completes all POC and written documentation as assigned.

All other duties as assigned.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication - Listens and gets clarification; responds well to questions; participates in meetings.

Written Communication - Able to read and interpret written information.

Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own works to ensure quality.

Quantity - Completes work in timely manner.

Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Undertakes self-development activities; asks for and offers help when needed.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required or preferred. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Individual must be able and willing to travel for meetings.

SUPERVISORY RESPONSIBILITIES

None.

EDUCATION AND EXPERIENCE

High School Diploma or GED preferred but not required.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's.

Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge and experience using personal computers.

CERTIFICATES, LICENSES, REGISTRATIONS:

Successful completion upon hire of Basic Care Aide curriculum and competency evaluation required based on the Leading Age and EduCare standards.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job includes close vision, distance vision, peripheral vision, depth perception and ability to

adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to toxic or caustic chemicals and blood or bodily fluids. The noise level in the work environment is usually moderate.

I have read this job description and agree to work as assigned.

Employee Signature

Date