



# HAWTHORN HOUSE

AIR FORCE ENLISTED VILLAGE

---

**Job Title:** Resident Assistant  
**Department:** Hawthorn House  
**Reports to:** Director of Health & Wellness  
**FLSA:** Non- Exempt  
**Prepared Date:** 11 January 2010  
**Updated By:** Natalie Sockman  
**Updated Date:** July 28, 2016  
**Approved By:** *Rachel S. Miller*  
**Approved Date:** 10/19/2016

**Position Summary:** Provide personal care services, assistance, support, and supervision to residents. Follow the directions of the Director of Health & Wellness, all nurses, Lead CNA, and the Administrator in anyway needed to carry out their responsibilities. Serve meals during scheduled meal times. Follow the required procedures for handling, cleaning, disposing, or moving of objects, materials and/or the clean-up of blood, infectious materials, or body fluids in accordance with the OSHA Standards. Will comply with all AHCA requirements.

## Essential Duties and Responsibilities:

- Provide assistance to residents as outlined in their functional evaluation.
- Clean, dry, and fold personal laundry for residents if so requested in the functional evaluation.
- Strip and make residents' beds weekly, laundry residents' linen and towels, fold and return to resident.
- Assist in serving meals and bussing tables during mealtimes.
- Assist residents with in room chores as outlined in the functional evaluation
- Assist residents with activities of daily living, including bathing, dressing, eating, toileting, hygiene and mobility.
- Encourage socialization among residents.
- Assist with the activity program; conduct activities as directed by Activities Coordinator or assigned by supervisor.
- Provide residents daily reminders on meals and activities. More frequent reminders may be given according to resident functional evaluation.
- Encourage and remind residents to participate in activities. Promote activities enthusiastically to get resident's interest. Participate in activities with residents as available.
- Chaperone activities or appointments outside the facility when requested.
- Monitor health, safety and well being of the residents.
- Document and report information pertaining to changes in residents on a functional status, personal needs, appointments, etc.

- Assist in keeping environment safe for residents.
- Providing housekeeping duties to include sweeping, mopping, dusting, vacuuming and other housekeeping duties as directed by supervisor.
- Provide one on one support and visitation to assigned resident on a daily basis or as requested by supervisor or as specified in the assistance plan or daily communication log.
- Report concerns about residents to supervisor and co-workers.
- Respond to resident emergencies and notify the nurse on duty.
- Provide transportation services, using the company vehicle.
- Maintain an accurate account of chargeable services (transportation, cleaning, personal laundry, guest meals, guest room use, etc.) Using the Eldermark system
- Practice safety in working around and with equipment, chemicals, tools and utensils.
- Carry out other duties as assigned by supervisor.

### **Other Responsibilities:**

- Serves food in appropriate time required.
- Assist in coverage during hurricanes or other disasters as assigned
- Attend all required training.
- Assist with all fire drills and evacuation procedures.
- Assist with OSHA-MSDS sheets and procedures.
- Assist Activity Director with special events
- Assist with emergency procedures as directed i.e. hurricanes
- Clock in to work as scheduled using the time system.
- Monitor time system for errors.
- Complete and turn in employment/time clock/time off forms in a timely manner
- Monitor departmental on-line communication/scheduling program.

### **Education, Experience and Skills Required:**

- High School diploma, or general education degree (GED); or one to three months related experience and or training; or equivalent combination of education and experience. \
- First Aid, HIV, Food Handling, Alzheimer's and CPR training.
- Ability to read and interpret documents such as safety rules, operating and policy and procedure manuals.
- Ability to write routine reports and documentation of resident care.
- Ability to use basic on line/computer reporting program for documentation
- Ability to speak effectively before residents and staff.
- Regularly required to stand, walk, reach with hands and arms, talk, hear, taste and smell.
- Frequently required to climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.
- Must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 80 pounds.

### **Standards:**

- Residents needs always come first. Employee must always adhere to the "Mom Rule".
- Employees will not work under the influence of mood-altering or illegal drugs or alcohol.
- Neat appearance, adherence to the dress code and good personal hygiene is expected.

### **Language skills:**

Resident Assistant Job Description

- Member must possess the ability to read, write and understand English so to interpret documents such as safety rules, policy and procedure manuals. Strong verbal and interpersonal skills are required along with the ability to speak effectively before residents and staff.

I have read and understand the responsibilities of this position. I possess the qualifications indicated and am able to carry out the identified responsibilities with or without reasonable accommodation.

I understand that the first three months of employment are probationary and that my probationary period may be extended in the event of absences, or slow training progression.

---

Employee's Signature

---

Date