

## Community Health Services Corporation

<b>Job Title:</b>	Houseparent/Tenant Care Assistant	
<b>Position Type:</b>	Full-time/Part-time	
<b>Location:</b>	Residence at Bluff Haven	
<b>HR Contact:</b>	Mary Walker	
<b>Date posted:</b>		
<b>Applications Accepted By:</b>		
<b>FAX OR E-MAIL:</b> (608) 326-3205) or <a href="mailto:maw@chscwi.org">maw@chscwi.org</a> Subject Line: Job Title <b>Attention:</b> Mary Walker	<b>MAIL:</b> Mary Walker Community Health Services Corporation 700 S Fremont Street Prairie du Chien, WI 53821	
<b>Job Description</b>		
<p><b>JOB SUMMARY</b></p> <p>Under the supervision and direction of a Registered Nurse, a Licensed Practical Nurse and Administrator, assists in the personal care of the residents at Bluff Haven and performs related work as required. Maintains nursing department's philosophy of resident care as well as nursing care goals for residents.</p> <p><b>PERFORMANCE REQUIREMENTS</b></p> <p><b>Responsibilities:</b> The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.</p> <ol style="list-style-type: none"> <li>1) Works alone giving total care or assists with: bed bath, tub bath, or shower; dental, hair and nail care (except for diabetics), shaving, dressing and undressing, application of make up; elimination needs, including toileting by offering bedpan, urinal or taking to bathroom; ambulating, transferring, positioning by using assisting devices such as a walker, wheelchair, Hoyer lift, transfer belt, lift sheets.</li> <li>2) Answers all call lights promptly. Must be awake all hours while on duty.</li> <li>3) Takes and records temperature, pulse and respiration.</li> <li>4) Serves resident, maintains intake and output as requested, weighs residents as instructed.</li> <li>5) Observes and reports physical and/or behavioral changes in resident immediately to the charge nurse.</li> <li>6) Works tactfully and cooperatively with residents, families, visitors and the entire staff throughout the organization.</li> <li>7) Knows and follows existing lines of communication and authority.</li> <li>8) Performs all resident cares as assigned and according to Bluff Haven's policies and procedures (ie. Medication pass).</li> <li>9) Participates in activities and rehabilitation programs for residents as directed; to encourage realistic and optimal resident independence.</li> <li>10) Attends mandatory in-services; obtains 15 continuing education hours per year.</li> <li>11) Changes schedules and/or works overtime occasionally to meet the needs of the department.</li> <li>12) Maintains the confidentiality of all residents, Department and organizational information.</li> <li>13) Assures that all resident rights are maintained at all times. Reports any violations or suspected deviations according to Bluff Haven policy.</li> <li>14) Follows all safety, security, infection control and hazardous materials policies and procedures.</li> <li>15) Performs all tasks to assure resident and personal safety and the protection of property.</li> </ol>		

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### **WORK DIRECTION RECEIVED:**

Works under the general direction of the Registered Nurse and Licensed Practical Nurse.

### **SUPERVISION EXERCISED:**

None.

### **DECISION MAKING:**

Decisions concerning work priorities and other daily assignments are made independently

### **INTERACTION:**

There is interaction with residents, families, visitors, and entire Bluff Haven Departmental staff.

**Essential Knowledge and Abilities:** Knowledge of principles and methods of resident care and knowledge of first-aid practices; Ability to maintain a calm attitude and to interact tactfully and effectively with residents; Ability to understand and carry out oral and written instructions; Ability to perform manual tasks associated with the personal care and hygiene of the elderly, confused, and emotionally upset in a safe and mature manner; a compassionate, empathetic person who possesses understanding of resident cares. Ability to function effectively as a team member in providing total nursing care. Demonstrates an interest in learning a willingness to participate in classroom experiences related to care of the elderly. Ability to keep residents safe and free from harm at all times during tour of duty. Ability to function effectively as a team member in providing total nursing care. Will fulfill his/her percentage of the workload during the work shift within 6 months of start date. Must be able to safely perform the essential job functions with or without reasonable accommodation. Ability to keep residents safe and free from harm at all times during tour of duty. Able to fulfill physical demands of job, sensory demands (seeing and hearing), and cognitive demands (concentration, conceptualization, memorization).

**Training and Experience:** Minimum age of 18 years old or a High School graduate, or GED. Certified by the Department of Health Services. Satisfactory reference check. Initial physical exam and negative tuberculin test on first day of employment. Good physical health to enable heavy lifting of residents; good emotional health, good reading, comprehension and writing skills. Evidence of related continuing education on a regular basis (12 contact hours per year).

### **Physical/Sensory Cognitive Requirements to Perform the Essential Job Functions:**

Physical Strength: Ability to lift, transfer, move and turn a resident to or from a bed, wheelchair, Hoyer lift, toilet, tub and occasionally the floor. Requires varying degrees of pushing, pulling and lifting due to the differences in resident weights which could be over 100 pounds.

Manual Dexterity: Must be able to continuously perform simple manipulative tasks, such as the equipment listed above as well as buttons, snaps, buckles and tie strings. Occasionally perform difficult manipulative tasks.

Coordination: Ability to safely assist a resident with all ADL's, transfers and ambulation requiring good hand/eye coordination, steadiness and the ability to move about in tight spaces, between objects, equipment and furniture.

Mobility: Must be able to continuously stand and walk; frequently squat, climb stairs, bend to the floor, kneel, twist, sit, stand and remain in uncomfortable positions for prolonged periods of time.

Speech: Must be able to continuously articulate clearly and precisely.

Emotional Stability: Must be able to continuously deal effectively with stress created by sick residents, multiple tasks, noises and interruptions, and work cooperatively as part of the interdisciplinary team while maintaining a

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pleasant demeanor.

Vision: Must be able to continuously see objects up close so as to notice a change in resident's condition (breathing, color, skin breakdown, etc.) Must be able to see emergency strobe lights, nurse call lights, etc.

Hearing: Must be able to hear normal sounds and voice patterns with background noise. Must have adequate hearing to receive verbal instructions. Must be able to hear emergency signals, alarms, call lights and be able to answer the phone.

Smell: Must be able to detect the smell of smoke, spoiled food, soiled linen, etc.

Concentration: Able to concentrate on moderate details with frequent interruptions.

Attention Span: 10 to 25 minutes

Conceptualization: Must be able to understand and relate specific ideas and concepts.

Memory: Must be able to remember multiple tasks and assignments over a period of 8 hours with assignment sheets.

Employee Responsibility in an Emergency: Expected to respond to emergency situations involving safety of the residents, other employees and the facility. This includes the ability to assist with the evacuation of residents.

### **WORK SETTING/ENVIRONMENT:**

Work is performed indoors which is well-lighted and clean with some exposure to dust. Heat, air conditioning and humidity are controlled. There are occupational exposures to blood, body tissues and fluids. Exposure to loud or unpleasant voices and bodily injury on an occasional basis. Stress of working with sick residents and their families; combined with the resident who may be confused, irrational, highly agitated or given to abrupt mood swings. Exposure to toxins is rare.

Equipment used: adaptive devices, tubs, call system, cane, scales, commode, bed, thermometer, time clock, wheelchair, transfer belt, Geri chair, gloves, Hoyer lift, isolation apparel, lapboard, linen cart, microwave oven, nail clipper, phone, electric razors, serving trays, Wanderguard system.

All employees are expected to treat residents in a kind and respectful manner. Abuse and/or misappropriation of funds or personal belongings are strictly prohibited. Acts considered, but may not be limited to abuse includes: kicking, shaking, slapping, choking, pushing or similar actions. Neglect includes such actions as failing to follow standard procedures for feeding, dressing, bathing and treating in accordance with instructions of a physician, supervisor or nurse. Mistreatment includes such actions as the use of harsh, profane or obscene words, shouting, teasing or threatening gestures and the application of a restraint without an order.