



**Job Title: Resident Care Assistant**

**Location: Brigham House - Watertown, MA 02472**

**Hours: Part Time 1<sup>st</sup>-2<sup>nd</sup> Shift**

**Job Summary:**

HallKeen Management has an opening for Resident Care Assistants (RCA's) Part Time 1st-2nd Shift positions for our community located in Watertown, MA. Our services are a prime focus for our Resident Care department. This position provides service and care to each resident in a timely efficient manner. Maintain high resident and family satisfaction, meet high expectations, and ensure that The Hallkeen Management Community services are implemented in service/customer focused manner.

**Duties and Responsibilities:**

The following essential functions are the fundamental job duties of the position to be completed with or without appropriate reasonable accommodation.

- Provides activities of daily living assistance to the residents as directed from each Resident's Service Plan.
- Provides Medication reminders according to state regulations. **(NOT TO ADMINISTER)**
- Understands and complies with all Resident Rights.
- Works well with seniors showing understanding and patience.
- Prioritizes tasks to ensure optimum services to residents as requests and needs change.
- Informs supervisor of changes in the resident's condition and needs. Documents these observations thoroughly and communicates any changes to other staff.
- Provides personal services for residents in a professional and efficient manner.
- Assists relatives, visitors, and guests as needed.
- Maintains a positive and professional environment and projects a calm and competent image.
- Adheres to all OSHA regulations and safety procedures when bending, lifting, and using equipment.
- Maintains assisted living area to be clean and odor free.
- Respond to resident needs and requests.
- Promote a positive work environment that emphasizes teamwork.
- Ability to be flexible.
- Immediately reports any personal accident or work-related injury.
- Ensures efficient use of company supplies, materials, tools, and resources.
- Shows attention to detail and has an acute sense of responsibility.

- Shows an ability to relate to and perform job functions for the elderly in a positive and efficient manner.
- Shows a consistent ability to coordinate multiple tasks. Has a positive attitude and works well under pressure.
- Maintain high level of confidentiality regarding residents, staff, and community.
- Work assigned hours on a daily/weekly basis. Regular, punctual attendance.
- Be available for on-call emergency situations.
- Takes steps to minimize energy usage on a consistent basis.
- Special projects/assignments as delegated by Resident Care Director.
- The Resident Care Assistant responsibilities can also include housekeeping and dining room duties.
- May perform other duties as assigned.
- Demonstrates flexibility and willingness to help other staff whenever necessary.

**Minimum Qualifications:**

- Must have current certification as a nursing assistant or have successfully completed the certified home health aide or homemaker/personal care homemaker training program.
- 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.
- Must successfully complete Hallkeen Management Community's Medication Training.
- Able to read and comprehend simple instructions, short correspondence, and memos. Able to write simple correspondence. Able to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Able 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.
- Able to work various schedules and shifts as needed.

**Benefits:**

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit. Employee referral bonus, and resident referral bonus.

**If you are interested in applying or know someone to refer for the position please e-mail resume to [paraujo@hallkeen.com](mailto:paraujo@hallkeen.com)**