



Job Title: Caregiver - LNA Not Required

Location: Forestview Manor Assisted Living 153 Parade Road, Meredith, NH

Hours: Part Time 6 a.m. – 2 p.m. For Every Weekend

Job Description:

The Caregiver performs the resident services tasks as assigned by the Assisted Living Coordinator. Our services are a prime focus for our Health Care Department. This position provides service and care to each resident in a timely efficient manner, meets high expectations, and ensures that HallKeen Assisted Living services are implemented in a 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.

- Provide activities of daily living assistance to the residents as directed from each Resident's Care Plan.
- Understand and comply with all Resident Rights.
- Work well with older adults of all abilities, showing understanding and patience.
- Prioritize tasks to ensure optimum services to residents as requests and needs change.
- **Regardless of which shift, this is an awake-position.** Sleeping or resting while on duty is strictly prohibited, and employees must return from scheduled breaks on time.
- Inform supervisor of a change in a resident's condition and needs. Document these observations thoroughly and communicate any changes to other team members.
- Provide personal services for residents in a professional and efficient manner.
- Assist relatives, visitors and guests as needed.
- Maintains a positive and professional environment and project a calm and competent image.
- Adhere to all OSHA regulations and safety procedures when bending, lifting, and using equipment.
- Maintain assisted living area to be clean and odor free.
- Promptly respond to resident needs and requests.
- Promote a positive work environment that emphasizes teamwork.
- Ability to be flexible.
- Immediately report any personal accident or work-related injury to a supervisor.
- Ensure efficient use of company supplies, materials, tools, and resources.
- Show attention to detail and possess an acute sense of responsibility.
- Show an ability to relate to and perform job functions for the elderly in a positive and efficient manner.
- Show a consistent ability to coordinate multiple tasks. Must have a positive attitude and work well under pressure.
- Maintain high level of confidentiality regarding residents, staff and community.
- Work scheduled assigned hours on a daily/weekly basis with punctual attendance.
- Be available for on-call emergency situations.

- Take steps to minimize energy usage on a consistent basis.
- Take on special projects/assignments as delegated by the Assisted Living Coordinator.
- Lead resident activities, serve food and clean the dining room at and after all meals.
- May perform other duties as assigned.
- Demonstrate flexibility and willingness to help other staff whenever necessary.

Minimum Qualifications:

- 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.
- Able to read and comprehend simple instructions, short correspondence, and memos. Able to write simple correspondence.
- 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.

Required Behavior:

- Appearance is neat, clean, and according to dress code.
- Able to demonstrate a high level of service delivery; does what is necessary to ensure customer satisfaction; deal with service failures and prioritizes customer needs.
- Able to communicate with others in a warm and helpful manner while simultaneously building credibility and rapport.
- Able to work cooperatively with a group of people to achieve goals and objectives.
- Able to be tactful; maintain confidences; foster an ethical work environment; give proper credit to others; handle all situations honestly.
- Able to keep an open mind and change opinions on the basis of new information; perform a variety of tasks and be able to change focus quickly as demands change; manage transitions effectively from task to task; adapt to varying customer needs.

Physical Demands:

- Physically able to move at least 50 lbs. without assistance.
- Physically able to bend, reach, and work in small areas.
- Physically able to push and pull related equipment and furnishings.
- Physically able to stand for long periods of time.

To apply or refer a qualified applicant please send completed application and/or resume to Leigh Milne at leigh@forestviewmanor.com