



Job Title: Caregiver - LNA Not Required

Location: Forestview Manor Assisted Living 153 Parade Road, Meredith, NH 03253

Hours: Part Time 6pm - 2 pm for Every Weekend

Full Time - Third Shift 10pm - 6am

Full Time - Part Time and Per Diem for Second Shifts 2pm - 10pm

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.

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.

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