



Job Title: Resident Care Assistants

Location: Forestview Manor Assisted Living Meredith, NH 03253

Type: Full Time – Second Shift 2pm to 10am Every Other Weekend

Part Time – Third Shift 10pm to 6am Every Other Weekend

Per Diem All Shifts

Job Summary:

The Resident Care Assistant performs the resident services tasks as assigned by the Resident Care Director. Service Plans are a primary focus for our Resident Care department, and this position provides direct care to each resident in a timely efficient manner to maintain the highest level of independence for resident and family satisfaction. The Resident Care Assistant ensures that HallKeen Assisted Living services are implemented in service/customer focused manner and according to policies.

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 according to policy, and communicates any changes to other staff as required.
- 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 resident living area to be clean and odor free.
- Works cooperatively with all associates to promote a positive work environment that emphasizes teamwork.
- Ensures efficient use of company supplies, materials, tools, and resources.
- Shows a consistent ability to coordinate and prioritize multiple tasks. Has a positive attitude and works well in pressured situations and/or helps to deescalate resident agitation when required.
- Maintains high level of confidentiality regarding residents, staff, and community.
- Work assigned hours on a daily/weekly basis. Regular, punctual attendance.
- Is available for on-call emergency situations.
- Special projects/assignments as delegated by Resident Care Director.
- The Resident Care Assistant responsibilities may also include housekeeping and dining room duties.
- May perform other duties as assigned.

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 Assisted Living Communities, 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.

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

