



Job Title: Companion

Location: Heywood Wakefield Commons - Gardner, MA 01440

Hours: Part Time Second Shifts

All Applicants must be a Certified Nurse's Aide or Home Health Aide

Job Summary:

Heywood Wakefield Commons a 78 unit assisted living community in Gardner MA is looking to add to our team of caring, dedicated individuals! We are accepting applications for Companion (CNA or HHA) part time second shift. This position is responsible for personal care, and medication assistance, laundry, and facility preparation. We are looking for friendly, caring, flexible, and team-oriented people. Reports to Resident Service Manager.

Duties and Responsibilities:

- Provides personal care assistance to the residents (bathing, dressing and grooming) based on each resident's Service Plan.
- Provides Medication reminders according to state regulations.
- Informs supervisor of changes in the resident's condition and needs.
- Maintains a positive and professional environment and projects a calm and competent image.
- Serve meals in dining room, and clean up afterwards.
- Empty trash daily, and perform laundry weekly for residents on assignment.
- Respond to resident needs and requests.
- 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.
- Demonstrate flexibility and willingness to help other staff whenever necessary.

Minimum Qualifications:

- **All Applicants must be a Certified Nursing Assistant, or Home Health Aide**
- Able to read and write English proficiently.
- Able to add, subtract, multiply, and divide.
- CORI background check required

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; deals with service failures and prioritizes customer needs.
- Able to clearly present information through the spoken word; reads and interprets complex information; talk and listen to residents, family members and other staff.

Physical Demands:

- Physically able to move at least 40lbs.
- Physically able to push and pull equipment and furnishings.
- Physically able to stand for long periods of time.

To apply or refer a qualified applicant please send complete an application in person at 50 Pine Street, Gardner MA 01440 and/or resume to tmcmullen@hwcommons.com