

**CROSAIRES**  
**“Where Care and Community Intersect”**

**Job Description**

**Position Title:** Care Partner Specialist/Licensed Practical Nurse

**Reports to:** Administrator

**Key Responsibilities:** Provides physical care for elders/residents including any and all activities of daily living needs including bathing, toileting, dressing, transferring, assistance with eating, etc. Also responsible for the overall well-being of each elder/resident through the implementation and facilitation of meaningful, social, emotional, spiritual, physical, and intellectual programming. A Care Partner Specialist administers medications and treatments according to Crosaires policies and procedures.

**Primary Goal:** To ensure all elders/residents are treated as unique individuals with individualized needs and to ensure that all elders/residents are treated with dignity and respect at all times in return receiving the highest quality of care through the delivery of a person directed plan of care. To also ensure medications and treatments are safely and accurately administered to all elders/residents. The Care Partner Specialist also ensures environmental safety of all elders/residents.

**Job Expectations:**

1. Works as a team with the Care Partner in any and all of the below job responsibilities.
  - a. Assist elders/residents with bathing/showering, hair care, mouth care, nail care, dressing, toileting needs etc.
  - b. Assists elders/residents with ambulation, which includes reminding and supporting independence.
  - c. Assist and encourage elders/residents to eat and take sufficient fluids and snacks.
  - d. Assists elders/residents with turning, repositioning, toileting and personal hygiene (including monitoring of bowel and bladder incontinence).
  - e. Participates and or leads leisure activities based on spiritual, emotional, physical, intellectual and social needs of individuals and group.
  - f. Assists and reminds elders/residents to participate in activities of interest.
  - g. Assists with all aspects of kitchen and dining room tasks associated with resident meals, including meal prep work, meal completion, serving, setting tables, cleaning up, taking out trash, etc.
  - h. Encourage elders/residents to participate in all aspects of letter “h.”
  - i. Performs all housekeeping responsibilities and related duties including daily cleaning of elder/resident bathrooms, weekly individualized room cleaning and weekly and or needed personal laundry.
  - j. Interacts with families and participates in activities of the home
  - k. Aware of performance improvement plan and quality initiatives being measured in the home.
  - l. Participates in data collection and performance improvement reporting processes.

- m. Attends continuing education classes as necessary.
- n. Leads by example and maintains high ethical standards.
- o. Ensures confidentiality of resident health information in accordance to HIPAA.
- p. Actively participates in the plan of care for each elder/resident, and attends care conferences as planned.
- q. Assists in ensuring a safe home environment for all elders/residents, family members and other co-workers.
- r. Aware of performance improvement plan and quality initiatives being measured in the home.
- s. Is aware of the mission and vision statements of the home and adheres to their purposes.
- t. Participates in data collection and performance improvement reporting processes, as asked.
- u. Attends continuing education activities as needed to comply with state regulations.
- v. Displays a caring, respectful attitude when addressing and or assisting elders/residents, family members and co-workers.
- w. Compliant with attendance policy.
- x. Attends and participates in regular scheduled staff meetings.

2. Responsibilities unique to position of Care Partner Specialist.

- Participates in the medical treatments of elders/residents as ordered by a physician.
- Responsible for reviewing medication records on a daily basis. Checks medication administration records (MAR) for accuracy. Ensures exchange of appropriate information with physician (s) concerning any orders for medication changes or any identified errors.
- Checks incoming medication container labels against physician orders to ensure the medication is for the right elder/resident, as assigned. Checks to ensure medication containers received from the pharmacy, family, responsible party are labeled with correct elder/resident name, correct drug, correct dosage, correct route, and correct frequency of medication.
- Administers prescribed medications as ordered. Documents medication administration according to policy and procedure.
- Coordinates calling family, responsible parties and or ordering and re-ordering of medications according to company policies and procedures to ensure medications are available for time of administration as ordered. Maintains a system for assuring medications do not run out.
- Works with outside agencies, i.e home health care, hospice, podiatry, etc., to ensure quality care is delivered to all elders/residents.
- Communicates pertinent resident information and any identified opportunities for improvement to Administrator.
- Schedules and responsible for leading care conferences with elders/residents and other identified parties. Care conferences scheduled for 30 days after elder/resident moves in, annually and anytime throughout the year as necessary.

**Span of Work:** Delivery of elder/resident care and performance of housekeeping, dining, laundry and well being activities (spiritual, emotional, physical, intellectual and social). The delivery of medications and treatments, including the ordering of medication and treatment supplies. This position requires self-direction.

**Decision Making:** With clear, written parameters from administrator will work directly with other Crossroads team members and actively participates in decision making of the home in order to ensure quality outcomes in care and well being of all elders/residents. Must be able to make some medical decisions based on current situation and elder/resident current care plan. May always contact administrator for guidance.

**Required Skills:**

**Technical:** Licensed Practical Nurse, First Aid, current CPR certification, adherence to Universal Precautions, on-going service and training.

**Equipment Operation:** Office equipment and various medical equipment such as blood pressure cuffs, stethoscopes, diabetic equipment, needles, and any other specialized medical equipment needed in order to provide elder/resident care.

**Mental Effort/Skill:** Consistent concentration, attention to detail, and knowledge of accurate medication and treatment administration principles. High observation, written and oral communication skills are necessary. This position requires multiple task orientation. Able to work in a team and self motivated a must.

**Work Conditions:** Inside environment (home).

**Key Physical Tasks:** Must be able to participate in one-and two person transfers/lifts and change elder/resident position to accommodate elder/resident mobility needs. Potential exposure to blood borne pathogens and body fluids. Must also be able to perform medical treatments as ordered by a physician.

**Education:**

Formal Education/Training: High School diploma or equivalent. Licenses Practical Nurse with experience working with geriatric population preferred.

**Industry Specific Knowledge:** Knowledge of care related to geriatric population.

**Company Practice Knowledge:** Company policies and procedures concerning elder/resident care, resident rights, reporting requirements, general safety, and various emergency situations.

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Team Member Signature

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Date