

CROSAIRES
“Where Care and Community Intersect”

Job Description

Position Title: Care Partner

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 elders/resident through the implementation and facilitation of meaningful, social, emotional, spiritual, physical and intellectual programming.

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.

Job Expectations:

1. Assists all elder/residents with any and all activities of daily living. The following are unique to this position:
 - 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. Administers prescribed medications as ordered. Documents medication administration according to policy and procedure.
 - f. Observes and reports resident behavior and overall condition changes – including weight changes and signs of injury and or neglect.
 - g. Participates and or leads leisure activities based on spiritual, emotional, physical, intellectual and social needs of individuals and group.
 - h. Assists and reminds elders/residents to participate in activities of interest.
 - i. 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.
 - j. Encourage elders/residents to participate in all aspects of letter “h.”
 - k. 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.
 - l. Interacts with families and participates in activities of the home.
 - m. Actively participates in the plan of care for each elder/resident and attends care conferences as planned.

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

Span of Work: Delivery of elder/resident care and performance of housekeeping, dining, laundry and well being activities (spiritual, emotional, physical, intellectual and social).

Decision Making: With clear, written parameters from administrator will work directly with other Crosaires 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.

Required Skills:

Technical: 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: High observation skills are necessary as well as written and oral communication skills. 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.

Education:

Formal Education/Training: High School diploma or equivalent. Certified Medical Assistant (CMA) or Certified Nursing (CNA) preferred but not required.

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.

Team Member Signature

Date

July 2011