

Care Partner Job Description

Purpose:

The Care Partner provides direct resident care as outlined in resident service plans and by request. They assist in maintaining a positive, supportive environment for the residents which encourages wellness, independence, dignity, confidence, and choice.

Care Partners may be asked to assist in other areas as needed such as serving meals in the dining room, delivering meals to resident apartments, assisting with activities, performing housekeeping, and providing laundry service. They may answer phones and will always greet visitors courteously.

Reports To:

Health Services Director or Resident Care Coordinator

Duties & Responsibilities:

1. Provides care according to Resident's Service Plan. Adheres to and conveys Residence's philosophy of maintaining elements of self-care and encouraging independence.
2. Honor and always observe Resident Rights.
3. Receives and reports accurate and complete information between shifts.
4. Reports to the Medication Technician as shift leader as shift leader and/in the absence of the direct supervisor.
5. Assists with activities of daily living, environmental orientation, vital signs, and simple treatments.
6. Adheres to Residence policies and procedures when providing care in the following areas:
7. Bathing, dressing, grooming, oral hygiene and nail care
8. Incontinent care or toileting assistance, and personal hygiene
9. Changing of bed linens and simple housekeeping
10. Positioning, transferring, and ambulation
11. Dining services
12. Reminders and encouragement
13. Escort residents, as needed, to activities of choice.
14. Assists with resident activity programs as assigned.
15. Assist with serving meals and dining room duties as instructed.
16. Provides laundry and housekeeping services to residents as assigned.
17. Demonstrates knowledge of infection control via proper handling of equipment, soiled linen, and adequate hand washing.
18. Maintains clean, neat, comfortable, safe environment for residents, staff, and visitors.
19. Reports cleanliness deficiencies observed in resident apartments and common areas.
20. Reports observations of any changes in resident physical or mental well-being to the Health Services Director or Medication Technician.
21. Maintains thorough competence regarding fire, missing persons, and other emergency procedures. Follows facility policy and procedures and disaster plans during emergencies.
22. Avoids loss, breakage, and waste of supplies and equipment.
23. Answers Residence telephone after-hours in a polite, courteous, and intelligible manner. Takes messages accurately and neatly and files those messages appropriately for staff to receive during the next business day.
24. Provide supportive marketing services for after-hours inquiries. Complete appropriate inquiry forms for follow-up by Residence Relations Director during the next business day.
25. Ensure safety of people and property by locking and unlocking doors per Residence schedule.
26. Performs other duties as assigned by any member of management.

Other Responsibilities:

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1. Maintains current knowledge of regulations affecting resident care.
2. Ability to work with wide range of persons and needs.
3. Assists with marketing Residence and services.
4. Reports all incidents and accidents, both resident and employee.
5. Attends and participates in training, in-services, and staff meetings.
6. Other duties as assigned.

Minimum Requirements:

1. Obtain and maintain food handlers permit.
2. Ability to read and comprehend verbal and written communication and write at a level necessary to accomplish job. Ability to communicate effectively with others verbally and in writing.
3. Compassion for the elderly and sick. Ability to relate to the elderly in a positive manner.
4. Self-motivated with the ability to work with little or no supervision.
5. Ability to work flexible hours to meet the requirement of the job.
6. Maintains reliable attendance and notify supervisor if late or unable to work.
7. Organizes and utilizes time efficiently with an ability to appropriately set priorities to accomplish assigned tasks in a timely manner.
8. Displays professional, mature behavior and attitude in speech and action. Demonstrates consistently pleasant demeanor and tone of voice with others.
9. Possess a high degree of interpersonal relationship skills and demonstrates the capability of relating to a variety of people and personalities.
10. Keeps information confidential.
11. Keeps work area neat and clean and helps maintain the appearance of the Residence.
12. Ability and willingness to learn quickly.
13. Looks for ways to improve skills of self, staff, and systems.
14. Accurate, dependable, and thorough in all tasks. Ability to perform assigned tasks in neat, thorough, and timely manner.
15. Capable of performing the essential functions of this position.
16. Maintain current certifications in CPR and First Aide.

Universal Precautions:

1. Exposure to blood or bodily fluid is likely

Physical Requirements (with or without reasonable accommodation):

1. Ability to walk, reach and bend comfortably and frequently for extended periods.
2. Ability to pushing wheelchairs, ambulate residents and lift, push and pull up to 50 pounds routinely
3. Fine hand coordination and visual acuity.
4. Ability to recall details specific to care and tasks.

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Job Description Acknowledgement

I, _____, (print name) have read the job description titled "*Care Partner*" and will perform the duties and responsibilities of this position with or without reasonable accommodations as defined by the Americans with Disabilities Act.

Employee Signature

Date