

**Yukon Koyukuk Elder Assisted Living Facility
Job Description**

JOB TITLE	Caregiver	LOCATION	Galena, AK
TYPE OF POSITION	Full-Time, Regular	GRADE	DOE
SCHEDULE	40 hours per week	HOURS	Varies with 8 hour shifts
REPORTS TO	Administrator	FLSA STATUS	Non-exempt

JOB SUMMARY: Assist those who are functionally, physically, and or socially impaired and need 24-hour oversight, through activities of daily living that they are unable to perform without help, while fostering at all times the resident's independence and freedom of choice. Duties must be handled in a manner that is consistent with the mission, philosophy and values of YKEALF as well as policy, State and Federal Regulations.

PRIMARY DUTIES AND RESPONSIBILITIES:

Provide Assistance with Activities of Daily Living:

- Dressing and undress
- Showering or bed baths
- Toileting
- Personal Hygiene (shaving, oral hygiene, nail care, hair care, foot care)
- Mobility Devices (cane, walker, wheelchair, crutches) including monitoring of safe transfer and ambulation techniques
- Care of ADL devices such as eyeglasses, contact lenses, hearing aids and dentures

Provide Assistance with Instrumental Activities of Daily Living:

- Assistance placing telephone calls.
- Housekeeping of unit and common areas
- Laundry
- Escort residents locally (such as to activities or clinic) and coordinates local transportation needs
- Assist residents with personal correspondence

Medication Assistance:

- Assists residents with self-administration of medication, including monitoring of medication supplies and documentation

Health Maintenance and Monitoring Tasks:

- Monitoring hydration and body functions; taking blood pressure, pulse and temperature; taking and recording height and weight
- Observes and reports changes in residents' physical condition and cognitive/emotional status to administrator
- Conducts room checks and resident rounds
- Monitors for environmental safety hazards
- Records incidents, errors, or accidents
- Records resident and resident-related events

Dining:

- Assists in a variety of tasks related to dining including escorting residents to dining room, if necessary, preparation and clean-up of meals, set up and clean tables, serving and delivering meals.
- If necessary, assist with feeding.

Activity Program:

- Participate in and support resident to social and recreational activities

Emergency Preparedness:

- Respond to and act appropriately in emergency or disaster situations

Other Duties Not Limited To:

- Maintain all certifications required for employment
- Attain 12 hrs. continuing education units per year
- Complete all written record keeping, documentation, and reports as required
- Demonstrate an appreciation of the heritage, values and wisdom of the residents and an understanding of the aging process.
- Attend and participate in staff meetings, in-services, projects, or committees as assigned.
- Assist with quality assurance programs when indicated.
- Assist in training of new staff.
- Other duties as assigned.
- 90 day Probationary Period.

QUALIFICATIONS:

- **PREFERRED:** High school diploma or equivalent. A valid license as a Certified Nurse's Aide, Licenses Practical Nurse or completion of an approved Personal Care Attendant course curriculum and prior similar experience
- **REQUIRED:** At least 21 years of age if supervising other care providers, 18 years of age if working without direct supervision, 16 years of age if individual has access to assistance from administration or care provider who is at least 21 years of age, never have had a license denied or revoked, currently hold a valid CPR, First Aid, food handlers permit and Alaska Driver's License, and be able to pass a background clearance check.
- **REQUIRED DOCUMENTATION:** Two, (2), employer references, Three (3) character references and a resume.
- **DEMONSTRATED ABILITIES:** Ability to work individually, as well as as a team member, to get along with peers, family members and residents, to be flexible, to keep neat, clean records and to maintain the highest level of confidentiality.
- **PHYSICAL DEMANDS:** Ability to perform physical work, such as lift/push up to 50 lbs., extensive walking, able to carry, stand, bend, squat, crawl, reach and kneel using good body mechanics for sustained periods of time. Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met. Good general health and demonstrated emotional stability to cope with physical, mental and emotional stress of the position.

WAGE: PCA unlicensed \$19

- CNA Licensed \$20 per hour and increase to \$22 when certifications are met

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and perform any other job-related duties requested by anyone authorized to give instructions or assignments.

A review of this position has excluded marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to accommodate individuals with disabilities reasonably. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to their health or safety or that of others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This job description does not constitute an employment agreement or contract implied or otherwise, other than an "at-will" relationship. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.

Acknowledgement:

Employee meets essential functions and accepts job responsibilities as outlined in this job description:

Employee Signature

Print Name

Date

Supervisor

Print Name

Date