

DAYSPRING JOB POSTING – February 26, 2020

DEPARTMENT: Dayspring Assisted Living & Care Facility, the Richland County Home

POSITION: Resident Care Attendant (or STNA) Adjunct, FT
2nd Shift, 2:30 to 10:30pm, typically scheduled weekdays, some weekends

COMPENSATION: \$9.70/hour base rate (\$10.70/hour if employee is a licensed STNA)
PLUS 50¢ evening shift differential for hours between 6pm to 6am.
PLUS \$1.00/hour weekend bonus for Saturday and Sunday shifts

GENEROUS BENEFIT PACKAGE includes paid vacation, holidays, sick leave and personal days; paid life insurance; low premium health, dental and vision insurance; retirement plans; scrubs allowance; and complimentary meals.

SUMMARY: Resident Care Attendant provides personal care for residents assisting them in order to meet their Activities of Daily Living. Under direct and general supervision, will perform routine tasks for residents, then records/documents those tasks. Performs custodial duties to keep the facility in clean and orderly condition.

Conducts recreational activities with the residents for fun and stimulation. Also serves as liaison for outside groups who visit Dayspring during the evening schedule to lead our residents in a recreational activity (e.g., Bingo, Exercise Class, etc.) Other duties may include driving residents to/from medical appointments, laundry and housekeeping assignments.

Job description and *Expectations of RCA Helping with Activities* provide additional details (see attached).

JOB REQUIREMENTS: High School Degree or GED required. Two years previous experience as a nurse's aide preferred but not required. Further certifications of training and education will be acknowledged but are not necessary. If hired, must obtain CPR/AED/First Aid certification, trained in Bloodborne Pathogen Exposure Control and possess a current Ohio Driver's License.

EMPLOYMENT APPLICATION REQUIRED

Résumé may be submitted in addition to – *but not in place of* – application.



Applications may be obtained from and returned to:

Dayspring Assisted Living & Care Facility
3220 Olivesburg Road
Mansfield, OH 44903

419-774-5894

You may also download and print it from the Richland County Website:

richlandcountyoh.gov/document_center/Department/Central%20Services/Job%20Posting/Form_Application2012_Revised.pdf

APPLICATION DEADLINE: Applications will be accepted until position is filled

ABOUT DAYSPRING: A non-profit residential facility for economically disadvantaged citizens of Richland County. Dayspring is located on 226 acres, six miles north of Mansfield, Ohio. Many of its residents have some type of disability that prevents them from living independently. The facility has been providing care in Richland County for 175 years. The staff is dedicated to preserving the historic tradition of providing residents with an affordable living environment where their quality of life can be maintained in a secure and dignified manner.

All employees and applicants for employment will be recruited, hired, promoted, transferred, demoted, laid off, terminated, suspended, evaluated, or otherwise dealt with in a fair and equitable manner based solely upon merit, fitness and such bona fide occupational qualifications as each individual might possess. No personnel decision shall be based upon race, color, religion, sex, national origin, age, handicap, disability or other non-job related criteria.

RICHLAND COUNTY

Position Title: **Resident Care Attendant Adjunct**

General Supervisor: **Director of Nursing**

Immediate Supervisor: **Shift Nurse**

Department: **Dayspring**

General Description of Duties

Under direct and general supervision, will perform Housekeeping tasks for the facility unless needed to fill in for scheduled RCA to attend to a resident providing personal care meeting their Activities of Daily Living. This position will perform routine tasks for residents that reside at the facility or are temporarily present in the facility, receiving services from the agency such as Respite Care or other programs.

Specific Duties and Responsibilities

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Housekeeping

- Provides housekeeping of the Main building and Pest house; sweeping/vacuuming, dusting, window/mirror cleaning, empties trash
- Routine cleaning of lounges, halls and dining room
- Thorough cleaning of all restrooms every shift and as needed including sinks, commodes, mirrors, empties trash etc.
- Major spring/fall type cleaning including washing of walls, blinds, curtains, woodwork, windows, screens, etc. in residents rooms, restrooms and lounges
- Complete cleaning of a discharged resident's room before an admission or if transferred to another room. This includes mattress/pillow disinfecting, sweeping, dusting etc.
- Assist with the moving of one resident to another room when a room change is necessary. May include boxing of clothing and personal belongs and moving of some furniture.
- Change residents bedside and floor lamp bulbs
- Assists with facility's and resident's laundry as needed
- Cleans floors- shampoos carpets, mops, sweeps, vacuums, etc. including stairwells, stairs, basement
- Washes windows, screens and window sills, mirrors and glass surfaces
- Keeps drapes/curtains clean. May include removing and hanging after laundering
- Washes/dusts/polishes walls, woodwork, lights, fans
- Keeps facility and resident's fans clean
- Sets up, arranges and removes decorations, tables, chairs etc. for special events
- Gathers and empties trash
- Cleans elevator and tracks

Personal Care/Daily Needs

- Assists residents with personal hygiene: including bathing, grooming, nail care, skin care, shaving, oral care, hair care, dressing; adjusting the care to the resident's needs under the supervision and direction of the nurses.
- Assist residents with toileting

- Assists residents in the dining area during meals; cutting food, opening milk cartons and feeding if necessary
- Is present in the dining room during meal times for emergency assistance such as choking intervention.
- Serves meal trays in resident's room and sets up resident for eating when resident is unable to dine in the dining room.
- Observes resident's physical, mental and emotional conditions and reports any changes to shift nurse in charge.
- May take temperatures, pulses, respirations and blood pressures under the direction of the shift supervisory nurse or DON.
- Routine checks on residents to ensure security and safety
- Answers residents call lights and pages
- Assists residents with finding clothing and other needed items in boutique
- Transports residents to appointments as needed
- Assists with activities as necessary

Record Maintenance

- Records and documents personal care of residents
- Records and documents housekeeping tasks
- Maintains documentation sheets daily in the shift binder, replacing with new ones monthly and when needed
- Removes previous documented resident sheets and gives to DON for review and filing in a timely manner
- Keeps personal hygiene/housekeeping schedule log current in the shift binder
- Signs out supplies when taken from inventory
- Obtains names and addresses of the public when donations are given; clothing, food, furniture and such
- Practices confidentiality regarding all aspects of the residents' care including, but not limited to, medical needs, histories and diagnoses; follows facility guidelines concerning the HIPAA Privacy Act.

Equipment Skills

- Can perform routine service of equipment and determine when and what kind of service is needed
- Keeps equipment clean and in good working condition
- Confers with the maintenance department for larger maintenance issues and notifies administration of equipment problems and servicing that is needed outside of the facility
- Assists administration with purchases of equipment in determining the kind of tools and equipment needed to do the job
- Is able to determine causes of equipment errors and cleaning problems and trouble shoots to find a solution

Public Relations

- Understands the mission of Dayspring and can work as a team with staff members including the administration.
- Promotes the facility in a positive manner within the agency and in the community.
- Communicates with persons and staff in the facility and outside the facility in a friendly cooperative manner so that a positive impression is given.
- Pleasant phone and people communication skills, friendly and compassionate.
- Converses with residents in a pleasant respectful manner
- Always performs duties and addresses residents within the guidelines of the Resident's Rights

Miscellaneous

- Using the county vehicle, assists with transportation of the residents to scheduled appointments including physician's appointments. If needed, goes into the office with the resident.
- Assist with extra housekeeping of the facility before, during and after special events
- Receives incoming donations such as clothing, furniture, etc. and takes to boutique or storage for further dispersal
- Mixes detergents and water and prepares cleaning solutions in a container for cleaning according to specifications
- Instructs and mentors students from various schools who are training at Dayspring in housekeeping as part of their vocational placement.
- Works with the maintenance department as needed to accomplish tasks and jobs especially when two persons might be needed
- Uses county vehicles as necessary to perform aspects of the job position

Other Duties as Assigned

Minimum Training and Experience

High School Degree or GED required. Previous experience in this position is a benefit but not required. Further certifications of training and education will be acknowledged but are not necessary. Must be CPR/AED/First Aid certified, trained in Bloodborne Pathogen Exposure Control, and possess a current Ohio Driver's License.

Performance Aptitudes

Data Utilization: Maintains documentation equipment care and housekeeping tasks performed along with other logs required by the position. Requires the ability to review, classify, categorize, prioritize, and/or analyze data/ information.

Consults various manuals, handbooks and reports including Dayspring policy and procedure manuals, Richland County Policy manual and any state, federal or local program that may affect this division.

Human Interaction: Requires the ability to plan, organize, implement and communicate with nurses, other staff members, family members, and the general public in a professional and pleasant manner. Willing to accept responsibility, exercises good judgment and is sensitive to the needs of others.

Communicates data to other team members and supervisors in order to accomplish the duties defined

Communicates and/or interacts professionally, accurately and pleasantly with residents, staff, fellow team members and administration.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools and/or materials used in performing essential functions.

Has basic knowledge of chemicals and processes they undergo. This includes chemical interactions, danger signs, mixing techniques and disposal methods

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information. Be able to communicate effectively.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division and apply these skills to accurately mix and prepare solutions for cleaning and housekeeping

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret and supply instructions, furnished in written, oral and schedule form. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolutions

Understands communicable disease principles and adheres to hygienic/Bloodborne Pathogen Standards.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of general pre-defined duties, which are often characterized by frequent change.

Requires the ability to determine the kind of tools and equipment needed to do the job

Requires ability to troubleshoot to determine cause of problems and errors and decide what to do about them.

Ability to manage ones own time and can independently see areas of need and be a self-starter.

ADA Compliance

Physical Ability: Tasks involve the ability to exert physical effort in sedentary to medium work, but may involve some lifting, carry, pushing and /or pulling of objects and materials of light to medium weight.

Sensory Requirements: Some tasks require visual perceptions and discrimination. Some tasks require oral communication ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as pollen, doors, noise extremes, traffic hazards, animal wildlife.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodation with the employer.

EXPECTATIONS OF RCA HELPING WITH ACTIVITIES

In your position, you have the unique opportunity to enrich the lives of our residents by raising spirits, spreading smiles and making memories. We hope that you will take as much joy from it as you give.

In order to have a successful activities program, excellent planning, organization and communication is imperative. The following is a list of expectations for you to follow to help you succeed in making fun for the residents as well making it possible for you to have fun in the process.

You are expected to plan, schedule, coordinate and promote the activity events you conduct. (However, community groups are usually scheduled by the Activities Director. If they are taking place on your shift, you will be attending and hosting the activity)

1. PLANNING ACTIVITIES

- Aim to have a variety of activities in order to engage and stimulate every resident. Interests, age and abilities vary greatly among our residents. The goal is to find things that they want to do, need to do and are able to do and offer variety.
- Ask residents for ideas of things they would like to do in the future and incorporate their ideas into your planning.
- Be resourceful. Great ideas can be found online and in magazines.
- If supplies are needed for an activity, ask as soon as possible. Preplanning is essential for successful, fun and stress-free events. If we do not have the supplies on hand for your activity, we can purchase items so long as the budget allows. Lists need to be made and turned into the Activities Director no later than the 20th of the previous month in order to allow time for the purchase of the supplies.
- Currently, you should aim for 2 days per week of exercise class or games that promote physical activity.

2. SCHEDULING ACTIVITIES

- Schedule the date and time for your activity. It is important to do this early so that all events can be listed on the Activity Calendar. **YOU MUST HAVE THIS INFORMATION SUBMITTED TO THE ACTIVITY DIRECTOR ON OR BEFORE THE 15TH OF THE PREVIOUS MONTH.** (ex: Your activities for May must be turned in by April 15 at the latest) If you are unable to turn your schedule in to the Activity Director in person, you may place it under her door.
- It is permissible to leave one day on the calendar listed as “To Be Announced” or “TBA” per month. No more than one day per month should be listed without a specific activity. Listing the activities gives the residents something to be excited about and lets other staff know what is happening in the building.

- Community groups will take precedence over other activities scheduled. We must accommodate their busy schedules since they are volunteering for our residents. Your activity may be postponed or bumped, if necessary, to schedule a group around their availability.

3. GENERATE EXCITEMENT AND REMIND RESIDENTS OF EVENTS

- Remind residents and get them excited to attend by announcing at meal times, as you pass residents in hallways or common areas of the building, go room to room to tell residents, have residents spread the word to others- this can all be done while you are completing your other job duties.
- Page overhead for EVERY activity approximately 5-10 minutes before the activity is scheduled to begin and again just before beginning the activity.

4. CONDUCTING ACTIVITIES

- Explain the activity
- Ensure the safety of residents
- Accommodate the needs of the residents. *Some may need more help than others.*
- Join in the fun!

5. HOSTING COMMUNITY GROUP VOLUNTEERS

- List group, time and date on Activity Calendar
- Gather any supplies you know the group or residents will need ahead of time and have ready in the area you will conduct the activity.
- Announce activity and gather residents before event.
- Greet the group as they arrive. Introduce yourself and let them know that you are the one to find if they need *anything!*
- It is important to treat them as VIP. Thank them for donating their time and tell them how much we and the residents appreciate them being here!
- Ask if they need anything and be ready to accommodate their needs. (help carry things into the building, set up, gather any supplies they may have forgotten, offer to get them coffee or water, show them where the restroom is if new to our building, etc.)
- Announce activity again at beginning of activity.
- Be present. For example, help residents as needed, position yourself near those most in need and rotate among them if there are several needing assistance, help the group when needed, manage disagreements, take residents to restroom, etc.
- Thank them before they go and encourage residents to show thanks as well.
- If they have questions about scheduling another time to come, give them the contact information of the Activity Director.