

## DAYSPRING JOB POSTING – February 4, 2020

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

**POSITION:** Resident Care Attendant (or STNA)/Custodian — PRN  
(Scheduled for 8 hour shifts to cover vacations and call-offs when needed)  
**Work when our needs meet your availability**

**COMPENSATION:** \$9.70/hour base rate (\$10.70/hour if employee is a licensed STNA)  
plus 50¢/hour Evening Shift Differential for hours between 6pm to 6am;  
plus \$1.00/hour for weekend hours  
*Part-time employees receive accrued paid Sick Leave, Scrubs/Uniform Allowance, Holiday Pay 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. Other duties include driving residents to medical appointments, laundry and housekeeping assignments. Job description provides additional details (see attached).

**JOB REQUIREMENTS:** Applicants must be 18 years of age, possess a High School diploma (or GED) as well as a valid Ohio Driver's License. Must become CPR/AED and First Aid certified if hired. Must successfully complete a background check. Previous experience as a Nurse's Aide is a benefit but not required.

### 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:*

[www.richlandcountyoh.gov/document\\_center/Department/Central%20Services/Job%20Posting/Form\\_Application2012\\_Revised.pdf](http://www.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: **RCA/Custodian**

General Supervisor: **Director of Nursing**

Immediate Supervisor: **Shift Nurse**

Department: **Dayspring**

### **General Description of Duties**

Under direct and general supervision, will perform routine tasks for residents who are residing at the facility or are temporarily present in the facility, receiving services from the agency such as Respite Care, Day respite Services, and other programs. Tasks involve providing personal care and assisting the resident to meet their other Activities of Daily Living. Custodial duties will include keeping the facility and additional facility structures and property in clean and orderly condition.

### **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.

#### **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

#### **Housekeeping**

- Performs heavy cleaning duties using equipment as necessary to accomplish the task
- Cleans floors- shampoos carpets, mops, sweeps, vacuums, strips, waxes, buffs floors, 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
- Moves items/furniture between offices, rooms or facility buildings manually or using hand truck
- Sets up, arranges and removes decorations, tables, chairs etc. for special events
- Removes snow from sidewalks, driveways loading areas using snow shovel, spreads snow melting chemicals
- Sweeps, washes, scrubs facility porches and balconies. May include use of heavy spray equipment.
- Dusts furniture, walls, equipment
- Gathers and empties trash
- Cleans elevator and tracks

### **Record Maintenance**

- Records and documents data on specified forms
- Records and keeps inventory on all supplies
- Makes requisition to business manager in a timely manner for ordering supplies to avoid a disruption in operation.
- Maintains records and documentation of equipment: purchased, servicing
- Understands ordering and storing of supplies to avoid overstocking which could cause instability in products.

### **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**

- 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 one's 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