

## DAYSPRING JOB POSTING – September 16, 2020

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

**CLASSIFICATION:** Resident Care Attendant (or STNA) – **PART-TIME**  
**2<sup>nd</sup> Shift:** 2:30pm to 10:30pm  
Includes Weekends: Days may vary – less than 28 hours per week  
(Possible additional hours to cover vacations and call-offs when needed)

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

*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:** Resident Care Attendant  
**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.

### **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
- Assists residents with shopping
- Assists residents with finding clothing and other needed items in boutique

#### **Housekeeping**

- Provides housekeeping of the residents rooms; sweeping/vacuuming, dusting, window/mirror cleaning, empties trash
- Organizing of closets, drawers and wardrobes, marks resident's names/initials on clothing
- Sorting of clothing when sizes become too small or space becomes limited
- Routine cleaning of lounges, dining rooms assigned reschedule including mopping dusting.

- 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.
- Shampooing of carpets on an as needed basis, spot cleaning or the whole area.
- 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

### **Record Maintenance**

- Records and documents personal care of residents
- Records and documents housekeeping tasks provided to residents
- 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 and asking administration staff to retype it as needed.
- Records daily temperatures of the facility
- Signs out supplies when taken from inventory
- Obtains names and addresses of the public when donations are given; clothing, food, furniture and such
- Documents locking, unlocking and alarm securing the facility

### **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., takes to boutique or storage for further dispersal

## **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 of residents' personal care and housekeeping task 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 personnel 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 provide the optimal care for the residents

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.

Uses medical equipment when checking resident's vital signs.

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

**Mathematical Aptitude:** Requires the ability to perform additions, subtractions, multiplication and division.

**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.

### **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.

Sedentary Requirements: Some tasks are required visual perceptions and discrimination. Some tasks require oral communication ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, doors, rain, fumes, noise extremes, machinery, vibrations, electric currents, traffic hazards, animal wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

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