



Job Description

Position Title: Personal Care Provider (PCP)
Classification: Nonexempt
Reports To: Resident Services Director
Date Created: May 2017

Summary/Objective:

To provide Assisted Living residents with routine daily care in accordance with established procedures and ensure a safe, comfortable home environment is maintained for residents.

Essential Functions:

- Perform fundamental duties of resident care not requiring a licensed nurse, and based on assignment and resident needs, such as bathing, oral hygiene, dressing, undressing, and other activities of daily living
- Document all personal care using systems and protocols provided by supervisor
- Observe and communicate resident changes in condition to supervisor and report on all actions taken with resident care
- Assist with admissions, discharges and transfers
- Clean resident rooms, linens, clothing and equipment such as wheelchairs and walkers per schedule, and maintain daily orderliness in resident living areas and shared areas
- Assist with resident activities, including onsite events and trips away from the property, when requested by Activities Director
- May assist with dining setup, serving and cleanup for meals and snacks, including washing dishes or cleaning kitchen
- Communicate all important information to incoming shift, and work together as a team to ensure the best quality resident care possible
- Respect resident privacy and maintain confidentiality of resident information
- Observe and follow all safety protocols and fire and emergency plans
- Keep work areas and carts clean, organized and orderly
- Engage in appropriate, careful and efficient use of equipment and resources to minimize costs.
- Always respect resident rights, and report concerns to a supervisor
- Other duties as assigned

Work Environment:

- Must be able to lift up to 30 lbs comfortably
- Comfortable using and climbing on step stools
- Certain activities may require repetitive movements including climbing, crawling, crouching, pulling, pushing

Competencies:

- Ability to communicate clearly both verbally and in writing, including the ability to provide non-technical assistance in a simple, straightforward manner
- Demonstrate sensitivity to the concerns of residents and a commitment to dealing fairly with all
- Friendly, professional demeanor, positive disposition, tactful, patience and high ethical character even while dealing with difficult or upset residents
- Strong organizational and interpersonal skills; attention to detail
- Intermediate computer knowledge and typing skills; working knowledge of Microsoft Office Suite
- Respect for privacy and ability to maintain confidentiality of resident care information
- Enjoys community involvement, resident interaction, and public representation of the organization
- Willingness to be a team player and provide support to all departments as needed with the intent to provide the best care to our residents
- Bilingual a plus

Education and Experience:

- High school diploma or equivalent required
- Prior experience working in healthcare environment or working with an elderly population preferred
- Training and designation as Qualified Medication Administration Person (QMAP) is encouraged, but not required
- Certification as a Nursing Assistant by the State of Colorado is encouraged, but not required
- Read, write, speak and understand the English language
- Demonstrated working knowledge of Microsoft Office Suite including Word, Excel, Outlook

Expected Hours of Work:

This role may be full-time, part-time or on-call. Shifts are available 24 hours a day, seven (7) days per week. May be called during off hours to respond to emergency or unusual situations.

Employee Name & Signature

Date

Manager Name & Signature

Date

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. Senior Housing Options is an Equal Opportunity Employer (EOE), M/F/H/V.