

## POSITION TITLE:

**RESIDENTIAL CARE GENERALIST** – ALLEGIANCE ASSISTED LIVING

August 2015

REPORTS TO: Residential Care Coordinator

SUPERVISES: None

STATUS: Non-Exempt

SUMMARY:

Ensures a safe and healthy residential and working environment is maintained at all times. Uses independent judgment within established policies and procedures. Performs a variety of residential and personal caregiving duties utilizing general knowledge, specific expertise, and training in the areas of assignment. Works both independently and within a team setting to ensure residential care standards are achieved. Prepares and serves nutritious and appealing meals as prescribed by management and assists in administering individual resident medication management plans in compliance with applicable laws, regulations, and standards. Performs routine household maintenance and cleaning.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- ❖ Monitors residents and visitors to ensure health and safety standards are maintained.
- ❖ Assists with maintenance of food and supply inventories.
- ❖ Prepares and serves nutritious meals and snacks in compliance with provided menu and all applicable regulatory procedures.
- ❖ Performs routine household maintenance/cleaning.
- ❖ Completes written shift reports. Completes incident reports, if necessary.
- ❖ Records entries in the manual and electronic data systems, files, and records.
- ❖ Assists with special projects, as assigned.
- ❖ Responsible for residential security. Receives, screens, and registers all visitors.
- ❖ Assist individual residents in the carrying out their daily care schedules.
- ❖ Assist in administering the residential activity calendar and promote resident socialization through these activities.
- ❖ Responds appropriately to highly sensitive customer needs and requests.

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- ❖ Transports residents to and from medical appointments and essential shopping.
- ❖ Promotes and maintains a safe and healthy residential care environment.
- ❖ Promotes and maintains a safe and healthy working environment.
- ❖ Provides general information within scope of knowledge and authority.
- ❖ Receives and distributes incoming mail. Maintains bulletin boards and brochure displays.
- ❖ Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ❖ Knowledge of management systems and procedures.
- ❖ Ability to prioritize and implement written and oral instructions.
- ❖ Ability to treat sensitive information and material with the appropriate level of confidentiality.
- ❖ Ability to prepare nutritious and appealing meals.
- ❖ Must possess and maintain all certifications and licenses necessary to perform the functions of the job.
- ❖ Knowledge of policies, regulations and procedures that guide the services provided.
- ❖ Knowledge of computerized and manual recordkeeping systems and the ability to maintain them.
- ❖ Ability to communicate effectively both orally and in writing with staff, residents and the general public using tact, courtesy and good judgment.
- ❖ Ability to establish and maintain effective working relationships.
- ❖ Ability to assess client needs and make appropriate referrals.
- ❖ Ability to understand and follow policies, procedures, and common sense approaches when making work decisions and providing information to others.

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- ❖ Ability to organize and prioritize work independently with a minimum of supervision.
- ❖ Ability to efficiently operate standard office equipment such as a computer, typewriter, calculator, copier and multi-line phone system.
- ❖ Ability to operate a phone using a clear well-modulated voice and good diction.

REQUIRED EDUCATION OR EXPERIENCE:

High school diploma or GED; Certification in Fundamentals of Caregiving and/or Nursing Assistant Certified.

-and-

One year of experience providing services to disabled and/or elderly persons. Or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability to perform the job.

REQUIRED CERTIFICATIONS AND LICENSES:

Acceptable completion of an extensive criminal history background check

Certification in Fundamentals of Caregiving and/or Nursing Assistant Certified

Food Handler Permit (prior to employment)

Acceptable completion of a pre-employment drug / alcohol screening.

First aid /CPR (prior to employment)

Valid driver's license in state of residence

Physical Examination (prior to employment)

Auto insurance in the amount required by the State of Washington

Access to reliable transportation

Acceptable completion of a driving record background check

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PREFERRED

Nursing Assistant Certified

Non-Smoker

❖ **ESSENTIAL ELEMENTS**