

GFCH
ASSISTANT MANAGER JOB DESCRIPTION

Qualifications:

- The Assistant Manager shall be competent to perform all duties in the absence of the manager, capable of making mature judgments, with experience in handling office practices and procedures.

Duties and Responsibilities:

- Assume all duties and responsibilities of the manager in his/her absence.
- Assist the manager in staff supervision.
- Assist the manager in daily interface with residents.
- Other duties as assigned by the manager.

GFCH CAREGIVER/UNIVERSAL WORKER JOB DESCRIPTION

A blended caregiver role often found in assisted living communities, the universal worker or resident assistant typically assists residents in all aspects of their daily life as indicated in the resident service plan, including (but not limited to): personal care, food service, housekeeping, laundry, behavior management, socialization, activities, orientation and information needs. A caregiver/universal worker may also monitor residents' condition and recommend adjustments in level of care and services to the program nurse and, in some cases, may also be trained to administer medications.

Qualifications:

- Sufficient formal education to enable the performance of daily tasks with the understanding of what is involved. Personality attuned to the requirements of meeting needs of the infirmed and aged.
- Previous caregiving training or experience working with seniors is recommended. Full-time facility attendants must be at least 18 years old or a high school graduate.
- Certified Nursing Assistance (CNA) certification is preferred, but not essential. Must be in good standing with the nurse aid registry.
- Must be free from communicable diseases. Recommend immunizations be current in accordance to recommendations by CDC (unless contraindicated due to allergy), or natural immunity acquired by illness with specific disease.
- Must pass criminal background and abuse registry checks and be eligible for unrestricted employment.

Duties and Responsibilities:

- Ensure the safety and well-being of the residents at all times. In emergency situations, call the ambulance or fire department as needed.
- Assist residents as required and as directed by the manager in all areas of selfcare including bathing, grooming, dressing, etc. Always promote the maximum amount of independence from the residents at all times. Encourage them to do as much as possible for themselves.
- Provide light housekeeping. Keep all living areas, bathrooms, kitchen and dining areas clean at all times.
- Assist with meal planning, cook and serve meals. Follow the menu as posted. Always ensure that cold foods are served cold and hot foods are served hot.
- Clean residents' rooms and do laundry per schedule.
- Supervise resident's medication. Ensure that residents receive their proper medication at the proper time.
- Receive messages and relay these to the manager in a timely manner.
- Keep manager updated on any changes in the status of the residents' emotional, physical or psychological state.
- Refer any questions or complaints to the manager.
- Be instructed in six hours of continuing education annually.
- May also include: Other job duties as assigned by the Manager.

GFCH

Assisted Living Nurse Job Description

Position: A part-time and as needed registered nurse (RN) for an assisted living facility. Every member of the senior care community has different healthcare needs. Therefore, the ideal candidate will have a broad and varied skillset, playing an important role in the overall care of each resident.

Qualifications:

- Proof of RN license in good standing with the Board of Nursing.
- Prior experience with geriatric/senior care is helpful, but not essential.
- Must be free from communicable diseases. Immunizations must be current in accordance to recommendations by CDC (unless contraindicated due to allergy), or natural immunity acquired by illness with specific disease.
- Must pass criminal background and abuse registry checks and be eligible for unrestricted employment.
- Complete residents' *Initial Assessment and Service Plan* (facility form) upon admission.
- Create and implement an initial nursing plan of care for each resident.
- Make weekly/bi-weekly visits to assess the overall wellness of each resident, including, but not limited to, monitoring vital signs, nursing assessments, etc.
- Review and update each resident's care plan during each visit.
- Educate and delegate medically related tasks to staff, such as medication management and wound care.
- Review MAR to ensure medication records are accurate and up to date, according to physician orders.
 - Familiarize with using *QuickMar*, the facility's medication administration record.
- Supervise or delegate caregivers/resident attendants who are administering medication.
- Communicate with home health providers and physicians to stay current with residents' medical needs and service expectations.

GFCH ACTIVITIES COORDINATOR JOB DESCRIPTION

A part-time *Activities Coordinator* at an assisted living community to organize recreational, social, physical and other meaningful activities for the residents on a weekly basis.

Qualifications:

- Applicant must be at least 18 years of age and have a high school diploma.
- Must enjoy working and interacting with the elderly population.
- Must be available for at least 8 hours (or 3 days) every week to facilitate activities.
- Must pass criminal background and abuse registry checks and be eligible for unrestricted employment.
- Experience with events and organizing group activities is helpful, but not essential.

Duties and Responsibilities:

- The ALF Activities Coordinator will plan and implement weekly activities for the residents (2-3 times per week).
- Activities should be meaningful (with consideration of the residents' likes and interests), engaging and promote social interaction.
- Plan a calendar of activities at least one month in advance.
- The planned activities must be approved by the manager and posted in a visible location at the facility.
- Assist manager to plan a monthly outing/field-trip for the residents.