

CRITICAL SKILLS

FOR JOB DESCRIPTIONS

COMPLETED BY: CASEY AND DEBBIE HARDING

POSITION CLASSIFICATION: **RESIDENTIAL ASSISTANT 1**

BELDEN HOUSE

RESIDENTIAL ASSISTANT 1

1. Coaching residents in the performance of the A.D.L.'s.
 - A. Coach resident(s) to follow written instructions / schedule.
 - B. Verbally / Physically redirect uncooperative or confused resident(s) in a caring, enthusiastic, and firm manner.
 - C. Ensure that the resident(s) assumes responsibility for completion of task(s).
(High Risk / High Volume)

2. Enforcement of house rules (h.r.) and community standards (c.s.).
 - A. Provide education to resident(s) regarding h.r. and c.s.as necessary.
 - B. Provide resident(s) with an explanation regarding the reason for the h.r. //c.s.
 - C. Provide clear and concise instructions to resident(s) regarding expected behavior as it relates to h.r. and c.s. (Basic limit Setting).
 - D. Impose a natural and logical consequence for resident(s) not in compliance upon the residents personal rights, as defined by Community Care Licensing.
(High Risk / High Volume)

3. Organize and implement therapeutic and leisure time activities.
 - A. During non-scheduled time, implement resident related activities.

B. Initiate resident participation in individual and group activities.
(High Risk / High Volume)

4. Promote socially appropriate peer interaction and behavior.
- A. Model appropriate peer interaction and behavior at all times.
- B. Provide education to resident(s) regarding acceptable socially appropriate behavior.
- C. Provide resident(s) with an explanation regarding the reason for socially appropriate behavior.
- D. Provide clear and concise instructions to resident(s) regarding expected behavior as it relates to social appropriateness (Basic limit Setting).
- E. Impose a natural and logical consequence for resident(s) not in compliance upon the residents personal rights as defined by Community Care Licensing.
(High Risk / High Volume)

5. Utilization of company vehicle to transport residents to appointments / activities, or to obtain supplies for the facility.
- A. Drive the company vehicle in a safe and legal manner.
- B. Follow vehicle rules at all times.
- C. Document required information in the service and maintenance log as required.
- D. If necessary, demonstrate an understanding of emergency procedures as they relate to accidents, vehicle breakdowns,.....
(High Risk / High Volume)

6. Coaching resident(s) to prepare meals.
 - A. Coach resident(s) to prepare attractive and nutritious meals, according to Title 22 USDA guidelines noted in the policy and procedure manual and regulations.
 - B. Coach resident(s) to follow written menu and to make sure meals are prepared on time.
 - C. Coach resident(s) to prepare proper amount of food and to minimize waste.
 - D. Coach resident(s) to prepare food in a safe, sanitary and responsible manner.
 - (High Risk / High Volume)
7. Maintenance of a safe living environment.
 - A. Eliminate or mitigate potential hazards to the best of your ability.
 - B. Immediately notify your supervisor of any unsafe conditions at work.
 - C. Follow safe procedures at all times.
 - D. Keeps environment free of clutter.
 - E. Completes work orders for any faulty or broken equipment.
 - F. Notifies Program Director immediately of any situation that would potentially create a risk to resident or staff safety.
 - G. Maintains personal safety by the use of correct body mechanics.
 - H. Requests supplies to maintain program needed items.
 - I. Recognizes and intervenes appropriately with unidentified persons or suspicious activity within the facility and / or immediate vicinity.
 - J. Follows through with staff responsibilities for cleaning and

maintenance of the facility.
(High Risk / High Volume)

8. Resident medication

A. Accurately pass prescribed medication to residents at designated intervals.

refills, or to B. When necessary contact the pharmacy to obtain medication report a change of medication instructions.

medication. C. When necessary cue resident to take / use prescribed

procedures D. Demonstrate a thorough understanding of medication policies and and complete required documentation accurately.
(High Risk / High Volume)

9. Communication and record keeping

A. Maintain patient confidentiality at all times.

B. Explain purpose of activity to resident prior to starting activity.

health care C. Provides accurate, concise information to physicians and other providers.

problems arise. D. Utilizes assertive communication skills when questions or

E. Exhibits positive attitude toward job, program, N.C.R.C., residents, and their families, supervisors, coworkers, medical staff and all publics of N.C.R.C.

F. Documents residents activities objectively according to program documentation procedures.

G. Complete necessary and / or assigned documentation in a timely manner.

H. Demonstrate an understanding of documentation policies and procedures.

I. Write legibly to ensure that all written documentation is easily understood.

(High Risk / High Volume)

10. Responsible for the productive and efficient operation of the program

A. Reports on duty as scheduled.

B. Adhere's to attendance policies.

and other C. Demonstrates ability to organize and prioritize residents care responsibilities.

work D. Demonstrates effective time management skills by completing assignments / responsibilities within the shift.
(General)

11. Emergency procedures

A. Demonstrate an understanding of policies and procedures as they relate to potential or actual emergencies.

B. Sustain the ability to initiate basic First Aid and CPR by maintaining current certification in each.

of any C. Notify your supervisor, his / her designee and / or physician(s)... emergency situation in a timely manner.
(High Risk / High Volume)

12. Supervision

A. Knows where all residents and co-workers are at all times.

efficiently and B. Observes resident(s) behavior, reacts to cues correctly and follows P.A.R.T. procedures and guidelines to direct behavior.

MINIMUM QUALIFICATIONS

- A. High School diploma or equivalent.
- B. Ability to relate positively to residents and their families.
- C. Ability to function as a team member in an interdisciplinary staff.
- D. Willingness to participate in specific continuing education programs as specified..
- E. Ability to document concise reports of residents “programs”, progress,...
- F. A valid California Drivers License.
- G. No “Reckless Driver” convictions in the past three years.
- H. No “Driving While Intoxicated” convictions in the past three years.
- I. No more than two moving violation convictions in the past three years.
- J. Current certification in CPR and First Aid.
- K. No criminal convictions with the exception of minor traffic violations.
- L. Must be a minimum of eighteen years of age.

PHYSICAL CHARACTERISTIC

- A. Ability to read and write with or without the aid of corrective lenses.
- B. Ability to hear and speak, in person and on the telephone, with or without the aid of assistive devices.

- C. Ability to stand for long periods of time.
- D. Personal mobility which enables the person to move functionally in the work environment and out in the community.
- E. Must pass employee physical examination annually, and maintain good health.
- F. Must be physically capable of following P.A.R.T. principles / standards relating to "Evasive Self Defense" and "Controlling Self Defense" and "Controlling Self Defense and Physical Intervention".