



# CUMBERLAND HOUSING GROUP

## JOB DESCRIPTION

<b>Position Title:</b> Resident Care Assistant	<b>Salary Grade:</b> 3
<b>Department:</b> Congregate Housing Services	<b>FSLA Status:</b> Non-Exempt
<b>Reports To:</b> Department Director	<b>Last Reviewed:</b> 4/1/2020
<b>Positions Supervised:</b> None	

### General Description of Position

This is a part time position dedicated to caring for the elderly including housekeeping, laundry, preparing and serving meals and assist elderly with personal assistance. Work is reviewed for accuracy and conformance with general instructions according to the State Office on Aging regulations by the Congregate Housing Services Program Manager and Medication Manager on an ongoing basis. This person is responsible for various tasks regarding Congregate Housing Service Programs and other miscellaneous programs.

### Position Duties and Responsibilities

- Perform complete housekeeping duties in apartments and common areas including but not limited to: dusting, vacuuming, and cleaning the bath tub, sinks, toilet, tile floors, counter tops, windows, window coverings, doors, ovens and refrigerators.
- Collect, sort, wash, dry and put away residents laundry.
- Change and launder bed linens in resident's apartment.
- Provide assistance with entering or exiting the bathtub with no hands-on bathing.
- Provide help to residents with understanding correspondence they have received.
- Administer medications and maintain compliance with the Medication Management Program according to all directions provided by the Licensed Delegating Nurse who through her State License, is responsible for full control over all issues relating to the receipt, storage, record keeping, dispensing and disposal of medications of the residents.
- Encourage and conduct social activities.
- Assist resident with some form of weekly physical exercise if not otherwise receiving or conducting on their own.
- Provide personal delivery to residents of letters, notices, etc. from the office.
- Assist in preparing meals in a central kitchen area.

*Job Description: Resident Care Assistant*

- Serving meals in an adjoining dining room or occasionally to individual apartments.
- Clearing of tables and performing clean-up of dishes and kitchen after the meal is complete.
- Greet clients, vendors and other visitors and assist with their needs
- Provide building and apartment tours to prospective residents/families and explain program requirements.
- Answer telephone and emergency alarm calls and react quickly to emergency type requests.
- Perform various errands in close proximity to the site.
- Maintain required reporting requirements.
- Responsible for the care and accountability of any equipment issued or used.
- Attempts to solve problems directly with the tenant. Refers unresolved problems to supervisor.
- Will occasionally be required to work additional hours to finish certain daily tasks, to attend resident meetings/activities, to attend staff meetings and attend required training.
- Will occasionally be required to work different or additional shifts and will be required to perform periodic overtime to attend resident meetings/activities, staff meetings and attend required training.
- Performs all other assigned duties related to the Department of Congregate Housing Services as assigned.

### **Work Environment**

- The position incumbent works in both a kitchen/dining room, building common areas, resident apartments and outside environment to perform job functions.
- Physical: Work is performed inside and outside of the developments owned by the Cumberland Housing Group. Essential functions require maintaining physical condition necessary for the manual dexterity to stand and walk for long periods, operate vacuum cleaners, push medication / cleaning carts and lift up to fifty (50) pounds.
- Mental: The incumbent must be capable of working closely and cooperatively with other people, both within and outside the organization and of varying degrees of mental competency.

- Environmental: Work is performed in a climate controlled building environment as well as inside and outside of the Cumberland Housing Group developments. Employee is exposed to various weather conditions and to possible disruptive residents and non-residents.
- Work may require routine local and occasional out of area travel to attend education, meetings, conferences, and seminars.
- Work will require interaction with a variety of officials including government agencies, social workers, inspectors, business representatives and Cumberland Housing Group employees.

#### **Required Qualifications for the Position**

- Must be a high school graduate or have a GED.
- Must have a valid vehicle operator's license with a driving record acceptable to the Cumberland Housing Group's insurance carrier.
- Will be required to satisfactorily complete pre-employment screening which includes but not limited to a criminal history check, drug test, and medical exam.
- Must participate in random employment drug and alcohol screenings with negative results.
- Must possess the proper attitude toward the elderly and low-income families and an understanding of how to deal with these and other difficult people.
- Must have the ability to maintain a polite and effective working relationship with the general public.
- Moderate computer operation skills and knowledge of the Microsoft Outlook, Word, Excel software, use of the Internet and email.
- Ability to maintain reporting requirements, to keep clients records in an acceptable manner, to plan and organize work, and must have the ability to pay attention to detail.
- Ability to solve problems independently and carry out verbal and written instructions.
- Ability to work in a fast-paced, team oriented, deadline driven, results-based environment and to accurately complete complex tasks in a timely manner.
- The employee must have successfully completed and maintain the Maryland Medication Technician certification during their employment period.
- The employee must have attended an Alzheimer training course with a periodic update.
- Will maintain a working telephone and provide such number to management throughout employment.

Nothing contained in this Job Description or in any other materials or information distributed by the Cumberland Housing Group creates a contract of employment between an employee and the Cumberland Housing Group. Employment is on an at-will basis. This means that employees are free to resign their employment at any time, for any reason, and the Cumberland Housing Group retains that same right. No statements to the contrary, written or oral made either before or during an individual's employment can change this. No individual supervisor, manager or officer can make a contrary agreement.

I have read and understand the duties and requirements of this position. I agree to perform according to this Job Description.

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Employee Signature

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Date Signed