**Caregiver: Assisted Living**

**Three Pillars Senior Living Communities**

410 N Main St. Dousman, WI 53118

**JOB DESCRIPTION**

Provide hospitality-focused service to residents of Compass Point Catered Living Facility. Act as primary responder to resident emergency systems. Assist residents with activities of daily living (ADL’s) according to their individual service needs and/or ala a carte requests. Participate in interdisciplinary report each shift to assure all residents’ health and safety needs are being met by appropriate staff.

**RESPONSIBILITIES**

**Resident Lifestyle Support**

* Act as a central resourcefor resident questions or concerns and refer them to appropriate staff for additional help, including families/vendors/peers.
* Maintain positive, confidential communication between staff, residents and families.
* Provide reminders to residents of appointments and activity events. Discuss and encourage participation in appropriate activities.
* Assist resident in keeping clothing/closets organized and accessible. Check clothing for appropriateness and cleanliness.
* Assist residents with daily housekeeping chores to maintain a clean, safe environment per service package guidelines.
* Assist residents with laundry per service package guidelines.
* Assist residents with reading mail, addressing envelopes, changing hearing aid batteries, etc. as requested.
* Accompany residentto health appointments outside of building as directed by Residential Health Care Coordinator/designee.

**Resident Care and Emergency Response**

* Assist resident with personal cares as directed by the Residential Health Care Coordinator/designee and/or per individual service package: supporting flexibility and choice, promoting independence and dignity with all interactions. For example: dressing, bathing, nail care, supervised ambulation, etc. [Direct resident care.]
* Act as primary responder to resident emergency systems such as the nurse call and emergency panel.
* Provide first aid to residents as needed including taking vital signs. Provide Heimlich to residents as needed.
* Supervise self-administration or administer medications per physician orders under supervision of a licensed nurse. Follow facility medication administration protocol consistently.
* Perform simple treatments as directed by the Residential Health Care Coordinator/other licensed staff.
* Assist with obtaining and handling laboratory specimens.
* Communicate daily with interdisciplinary team to assure residents needs are being met.
* Notify Residential Health Care Coordinator and/or nursing staff when a change in resident status is noticed i.e. behavior, ambulation, cognition, hygiene and complete a “We Care” form.

**Clerical Responsibilities**

* Provide timely and accurate documentation in AOD, including medical records, individual records, and flow sheets as directed. Resident charge slips.
* Initiate maintenance work orders as requested by residents or observed safety concerns.
* Assist the Support Services Coordinator/nursing staff in updating patient care forms by providing up to date information/changes.

**Other Responsibilities**

* Assist with serving in dining rooms and clearing of tables as needed.
* Assist with resident moves in or out of rooms as directed.
* Achieve satisfactory performance in all performance evaluation areas.
* Keep current with job standards through inservice training, continuing education, personal and professional development.
* Continually seek opportunities for quality improvement.
* Actively recognize and appropriately respond to customer needs, supporting Three Pillars customer service philosophy.
* Other duties as assigned by the supervisor.

**QUALIFICATIONS**

* High School Diploma or G.E.D. Certification in Medication Administration and First Aid/Heimlich and fire safety training preferred or will train. CNA certification preferred and/or demonstrated competency in direct patient care needs.
* Experience in providing care or ADL assistance to the elderly preferred.
* Basicknowledge in computers, including the ability to obtain information via company email, send work orders, etc.
* Able to walk or stand constantly; squat, kneel, twist, and bend frequently.
* Able to lift, push/pull objects weighing up to 10 pounds frequently. Occasional lifting objects up to 20 pounds and minimal lifting objects between 21 to 50 pounds.
* Ability to communicate with staff and residents, good problem solving and cooperation skills, ability to read and recognize medication labels and doses.
* Must be able to work independently and take initiative.
* Read, write and speak English fluently.

**BENEFITS FOR FULL TIME AND QUALIFYING PART TIME:**

* Health Insurance
* Dental Insurance
* Vision Plan
* Life Insurance
* Long-term Disability Insurance
* Short-term Disability Insurance
* Flexible Spending Accounts
* Employee Assistance Program
* Tuition Reimbursement
* Retirement Plan with employer match
* Paid Time Off (PTO)
* Wellness Programs
* Excellent Advancement Opportunities
* Scholarships
* Referral Bonuses
* Employee Emergency Loan
* Onsite Conveniences