Position Title: Resident Assistant Schedular & Office Support Date: Sept 2023

Reports To: RN Supervisor/MCAB Manager Location: MCAB

**I. Position Summary:**

The Scheduler supports all scheduling functions to ensure adequate staffing to cover Memory Care at Allen Brooks 24/7 community operations. The scheduler also supports Resident Assistants and provides coverage when needed. When needed or as scheduled, the scheduler supports residents who are functionally, physically or socially impaired and who need 24-hour oversight. They are responsible for assisting residents with activities of daily living (eating, transfers, toileting, bed mobility, dressing, bathing and ambulation).

**II. Principal Responsibilities:**

1. **Administration of Schedule**
* Maintains master schedule in partnership with the MCAB Manager
* Creates weekly schedule, distributes schedule to staff, seeks appropriate coverage for open shifts through community and agency staffing to ensure adequate staffing to cover 24/7 operations.
* Create and maintain monthly “On-Call” schedule and provides coverage as needed.
* Supports scheduled “On-Call” shifts
* Communicates with MCAB Manager any scheduling or On-Call concerns.

**2. Helps residents with activities of daily living.**

* Dresses and undresses residents.
* Assists residents with showers and bathing according to the schedule as directed by the RN/ LPN or as requested by the resident or their family.
* Assists residents with toileting.
* Assists residents with personal hygiene (shaving, dental hygiene, nail care, hair care) and with devices such as eyeglasses, dentures and hearing aids.
* Provides ambulation assistance using mobility devices such as a cane, walker, wheelchair or crutches as necessary, including monitoring of safe transfer and ambulation techniques.
* Provides assistance to MCAB residents as needed

**3. Documents resident information as required.**

* Adheres to all document requirements including, but not limited to, documenting information in the communication log, resident records and MAR.
* Records incidents, errors or accidents and records resident related events.

**4. Performs dining room, activity program and housekeeping duties in support of the residents.**

* Escorts residents to dining room, sets and clears tables and assists residents during meals.
* Assists residents with eating their meals.
* Participates in the resident activity program at the direction of the Activities Coordinator.
* Provides social interaction with residents.
* Sorts, washes, folds and distributes linens and resident’s personal clothing.

**5. Communicates effectively with others and performs other general duties as required.**

* Works independently and as part of a team to carry out job duties.
* Communicates in a positive and respectful manner with residents, co-workers, visitors and family members.
* Maintains all certifications required for employment and participates in on-going educational in-service trainings to meet 12 hours per year.
* Attends daily report meeting as requested
* Attends staff meetings as required.
* Assists the Manager with other duties as assigned.
* May perform general clerical functions including filing and answering the phone.\*
* Helps train new staff.\*

**III. CSC Standards of Conduct:**

* Demonstrates a commitment to the vision, mission and values of CSC.
* Demonstrates respectful and effective communication with co-workers, residents, families and vendors.
* Protects the privacy and confidentiality of information related to residents, families, staff and general CSC operations.
* Communicates a positive image about CSC to the community.
* Conducts themselves in a safe manner by adhering to all safety practices, rules and standards throughout the work day.
* Demonstrates a commitment to quality and proactively seeks to make improvements to systems and processes.
* Maintains a professional appearance that is appropriate for the position.
* Reports to work on time, review timecards in UKG for accuracy, provides advance notice for time off and appropriately manages CTO time.
* Demonstrates a commitment to integrity in work habits and use of CSC resources.
	1. CSC’s mission and operations require that staff are prepared to perform duties as assigned including responsibilities that are not principal accountabilities.

**IV. Minimum Qualifications:**

A high school diploma or equivalent is preferred. LNA certification is preferred, but not required. Prior work experience as a nursing assistant or aide to people who are elderly or disabled is preferred. Must be able to think, act and intervene appropriately in both routine and emergency situations. Must possess good interpersonal communication skills and be able to relate to a wide variety of people. Must be able to communicate effectively in writing and verbally. Must be flexible and adaptable to changes in the work environment, including scheduling changes and work assignments.

**V. Working Conditions and Physical Demands:**

* Exposure to body fluids, infection and odors and behavior of residents.
* Exposure to chemicals and cleaning solutions.
* Must be able to lift/push up to 50 pounds.
* Must be able to walk four miles daily.
* Must be able to lift, carry, stand, bend, squat, crawl, reach and kneel using good body mechanics for sustained periods of time.
* Must be in good health and demonstrate the ability to cope with the physical, mental and emotional demands of the position.

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**Employee Name (print)**

**Employee Signature**

**Date:**