

Care Provider

**JOB DESCRIPTION**

**Updated December 2010**

**Job Title: Care Provider**

**Reports to: Director of Health Services**

**Executive Director (dotted line responsibility)**

**Principal Responsibilities:**

1. Oversight of Health Services Department according to company policy.
2. Ensure that each resident's clinical and health psycho social service needs are met.
3. Promptly advise the Health Services Director regarding residents exhibiting signs or symptoms of prohibited conditions or residents at risk and in need of higher level of care.
4. Work as part of the Health Services Department team.
5. Assist Director of Health Services with Resident Evaluations, by utilizing care alerts, skin checks, and incident reports.
6. Reports to the Director of Health Services on issues relating to health services.
7. Adheres to activities of daily living procedures according to company policy and licensing requirements.
8. Build a culture that promotes quality record keeping and continuously monitors for efficiency.
9. Maintains documentation according to Community policy and Title 22, alert the Director of Health Services when there is a conflict.
10. Promptly complete resident incident reports as necessary notifying the Director of Health Services regarding residents exhibiting signs or symptoms of prohibited conditions or residents at risk and in need of higher level of care.
11. Report resident special needs, requests or complaints to the Health Services Director.
12. Adherence to resident care services as assigned by the Health Services Director i.e. escort, bathing, incontinence care, dressing / undressing.
13. Embody a team environment that promotes communication, innovation, customer service and respect.
14. Other duties as assigned.

**CUSTOMER SERVICE**

1. Presents professional image to resident, families and associates through dress, behavior and speech.
2. Adheres to Company standards for resolving customer concerns.
3. Ensures that all resident rights are protected.
4. Always wears Community ID badge, and encourages Community staff to wear badges and uniforms.

**Qualifications:**

1. Minimum 2 years assisted living experience.
2. Current First-Aid certification.
3. Negative TB testing.
4. Comply with community alcohol and drug free policies and subject to random testing.
5. FBI and DOJ clearance through fingerprinting.
6. Strong administrative and organizational skills.
7. Effective communication skills both verbal and written.

I have read and understand the job description for Care Provider.

## **Dishwasher**

### **JOB DESCRIPTION**

**Job Title: Dishwasher**

**Reports To: Food Service Director**

**Executive Director (Dotted line responsibility)**

### **Principal Responsibilities:**

1. Comply with all health and safety codes and State Licensing Regulations.
2. Adheres to good hygiene and proper food handling.
3. Wash dishes, flatware and pots and pans as needed.
4. Ensure dish machine is running properly by ensuring temperature and sanitizer are within range, and soap and drying agents are adequate.
5. Perform daily cleaning duties as directed by the Food Service Director or Lead Cook.
6. Follow safety and sanitation guidelines, including placing “Wet Floor” signs when mopping.
7. Assist cooks as needed.
8. Report any equipment problems, health, safety and sanitation concerns to Food Service Director or Lead Cook.
9. Maintain proper and safe storage of food supplies. Accurately reporting of temperature on log sheets.
10. Build a culture that promotes quality record keeping and continuously monitors for efficiency.
11. Report resident special needs, requests or complaints to the Food Service Director.
12. Work as part of the Food Service Department team.
13. Embody a team environment that promotes communication, innovation, customer service and Respect.
14. Other duties as assigned

### **CUSTOMER SERVICE**

1. Presents professional image to resident, families and associates through dress, behavior and speech.
2. Adheres to Company standards for resolving customer concerns.
3. Ensures that all resident rights are protected.
4. Always wears Community ID badge, and encourages Community staff to wear badges and uniforms.

### **Qualifications:**

1. Minimum six (6) months cooking experience.
2. Ability to lift 50 pounds
3. Current First-Aide certification
4. Negative TB testing
5. Comply with community alcohol and drug free policies and subject to random testing
6. FBI and DOJ clearance through fingerprinting
7. Strong administrative and organizational skills.
8. Effective communication skills both verbal and written.

## Driver

### **Job Description**

**Job Title: Driver/ Part-Time**

**Reports to: Activities Director**

#### **Principal Responsibilities:**

1. Adhere to the activities stated on the monthly calendar.
2. Transportation of community residents to medical and dental appointments and activities.
3. Encourage resident participation in the activities.
4. Set up and follow all transportation activities and events as scheduled.
5. Assist the Activities Director in ensuring weekly special outings including but not limited to scenic drive, luncheon and dinner outings and shopping and banking trips are followed per the community calendar.
6. Assist the Activities Director in arranging religious services and/or coordinate transportation to service outside the community.
7. Responsible for transportation of community in the event of community evacuation.
8. Responsible for daily vehicle inspections and safety checks on all community vehicles.
9. Responsible for securing vehicles community vehicles at the end of the day.
10. Embody a team environment that promotes communication, innovation, customer service and respect.
11. Maintain clean driving record.

#### **ADMINISTRATIVE**

1. Responsible for fulfilling State and Federal requirements for maintaining community vehicles.
2. Maintains documentation according to Community policy, State and Federal requirements.
3. Responsible for scheduling regular routine and preventative maintenance on community vehicles.
4. Effectively communicate activities with department managers to ensure accuracy and promptness of all transportation related events and activities.
5. Comply with community alcohol and drug free policies and subject to random testing.

## **CUSTOMER SERVICE**

1. Presents professional image to resident, families and associates through dress, behavior and speech adhering to the highest customer service standards.
2. Adheres to Company standards for resolving customer concerns.
3. Ensures that all resident rights are protected.
4. Provide residents with safe transportation to/from appointments and activity outings.
5. Participates in marketing related activity programs as directed by the Executive Director.
6. Always wears community ID badge, and encourages Community staff to wear badges and uniforms.
7. Provide ongoing exceptional customer service consistent with company policy.
8. Other duties as assigned.

## **Qualifications:**

1. High School diploma or equivalent
2. Current First Aide certification
3. Negative TB testing
4. Negative drug screening
5. FBI and DOJ clearance through fingerprinting
6. Class B driver's license
7. Strong organizational skills.
8. Effective communication skills both verbal and written.