

**Job Title: Personal Assistant**

**Reports To: Lead Personal Assistant/Co-Administrator**

**Boss: Resident**

Time in Presence of Resident: 90%

Employees of Haines Assisted Living are committed to excellence. Each individual in our community has great value, and plays a part in realizing the potential of others. We operate through *Consistency, Simplicity, and Routine*.

We Agree to: Honor our Word ♦ Not Take it Personally ♦ Never Assume ♦ Do Our Best

Together we are responsible for promoting an Elder-directed relationship based community, where all participants learn and grow together.

### ***Summary of Position:***

The Personal Assistant assists the resident in maintaining both their independence and quality of life, while promoting an environment that fosters independence, choice, and self-fulfillment. PAs perform tasks and duties that support the resident's physical and psychological health in an environment that engages the residents to their greatest ability. PAs use self-knowledge, effective communication methods and awareness of resident, history & strengths, to establish a close relationship with residents and engage them in life.

### ***Qualifications:***

#### **Required**

- Meet minimal qualifications for direct care assistant in state regulations.
- Love and respect of Elders
- Positive Attitude
- To have or have had a significant relationship with an elder, such as elder relatives, or a mentor.
- Common sense and appropriate life experience
- Preferred one year of experience in Elder Care or related field.
- Ability to communicate in a positive way.
- Ability to read, write, and speak English.
- High school diploma or equivalent.

#### **Required Physical Ability**

- Able to turn and move individuals who require assistance.
- Able to stay on feet and remain active through up to 10-hour shift
- 50lb lifting requirement.

#### **Preferred**

## HAINES ASSISTED LIVING

Education in aging, social services or other related field.

### ***Major Responsibilities***

- Follow and build upon the temporal rhythm and spatial organization of the household.
  - Participate actively in the Daily Team Huddle.
  - Maintain spatial organization through the daily routine.
  - Observe, respect, and encourage Residents to participate in daily milestones.
  - Understand and follow each Resident's Day in the Life.
  - Record all pertinent information as requested/required.
- Participate in the Household with the residents, staff and family.
  - Spend 90% of shift time with the residents.
  - Have fun with and enjoy spending quality time with the residents.
  - Maintain positive social interaction with all residents in the household.
  - Engage residents in daily operations of the household.
  - Actively seek and incorporate resident opinion.
  - Build relationships with residents and others in the household.
- Deliver services outlined in the Service Plan with respect, empathy, competence, and encouragement.
  - Assist the residents through their day.
  - Engage residents to the utmost of their ability.
  - Maintain competency in techniques.
  - Accept and accurately perform delegated nursing tasks.
  - Identify and promptly report changes in resident health status, and daily routine in the Daily Team huddle, to the Lead PA, Administrator/CM & RN, in the Progress Notes.
  - Apply practical intervention procedures for dementia, and share strategies during the Daily Team Huddle.
- Maintain Household Systems
  - Find it and Fix it when possible.
  - Report damages and safety hazards to Administrator/CM.
  - Daily tidy of suites, and housecleaning as directed by the Lead PA.
- Teamwork and Communication
  - Participate in the team effort to be the best.
  - Communicate with and assist fellow team members as needed.
  - Build supportive relationships among family members and residents.

Success includes:

- Daily communication between shifts/staff.

## HAINES ASSISTED LIVING

- Actively reviewing service plans.
- Showing up for each and every scheduled shift.
- Having a positive attitude.
- Calling in as far in advance as possible when cannot make shift.
- Understanding my resident's milestones and helping them happen.
- Being fulfilled because I have facilitated our sacred elders in their day.
- Putting a smile on a fellow worker or resident's face.
- Knowing what makes those around me successful and helping to make it happen.
- Leaving the shift feeling accomplished and happy because I understood and executed my job well.
- Having meaningful relationships with all of the stakeholder's - elders, families and staff.

**Unique Characteristics of Position:** The person in this part-time position will work primarily night and swing (late afternoon/evening) shifts, often on an "on-call" or as needed basis.

### **Pay and Benefits:**

Personal Assistants are paid \$12.50/hr (\$13/hr w/CNA). In addition to State mandated benefits, full-time positions (those who regularly work 32 or more hours per week) are eligible to receive a \$500 contribution toward health insurance and up to 10 days of paid personal leave per year.