

## Personal Assistant

Employees of Haines Assisted Living, Inc. are committed to excellence. Each individual in the HAL community has great value, and plays a part in realizing the potential others. The Haines Assisted Living community strives to provide *Consistent, Dependable, Trustworthy Routine*.

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

Together we are responsible for fulfilling our mission to create Elder-directed relationship based communities where all participants learn and grow together.

### ***Qualifications:***

#### **Required**

- Meet minimal qualifications for direct care assistant in state regulations.
- Love and respect of Elders
- To have or have had a significant relationship with an elder, such as elder relatives, or a mentor.
- Positive Attitude
- Good Team Player
- Common sense and appropriate life experience
- Preferred one year of experience in Elder Care or related field.
- Ability to communicate in a positive way.
- A willingness to follow directions.
- 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 8-hour shift
- 50lb lifting requirement.

#### **Preferred**

Experience/education in aging, social services or other related field

### ***Major Responsibilities***

- Follow and build upon the temporal rhythm and spatial organization of the household.
  - Follow Time-based timetable
  - Maintenance of 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 in the Resident's chart.
- Housekeeping chores, cleaning resident's apartments and laundry.
- Kitchen duties.
  
- Participate in the Household with the residents, staff and family.
  - Residents needs ALWAYS come first!
  - 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 as outlined in the competency checklist.
  - Accept and accurately perform delegated nursing tasks.
  - Identify and promptly report changes in resident health status, and daily routine in to the Nurse Administrator or RN, and in the Progress Notes.
  - Apply practical intervention procedures for dementia, and share strategies during monthly Staff meetings.
  
- Deliver prescribed treatments as outlined in the Medication Administration Treatment Record with respect and competence.
  - Deliver medications in a way that provides respect and dignity.
  - Report errors as they are found to the Nurse Administrator & nurse via Incident report.
  
- Maintain Household Systems
  - Find it and Fix it when possible.
  - Report damages and safety hazards to Nurse Administrator.
  - Daily tidy of apartments when needed, and housecleaning as directed by the Nurse Administrator.
  
- Teamwork and Communication
  - Participate in the team effort to be the best.
  - Communicate with and assist fellow team members
  - Build supportive relationships among family members and residents
  - Be a positive asset to Haines Assisted Living, not a deterrent.

- Success includes:
  - Daily communication between shifts/staff.
  - Actively review service plans.
  - Show up for each and every scheduled shift.
  - Must have a positive attitude.
  - No call no show-termination.
  - Insubordination-termination.
  
- Success is when
  - I understand my resident's milestones and facilitate their happening
  - My job is fulfilling because I have facilitated our scared elders in their day
  - I have put a smile on a fellow worker or resident
  - I know what makes those around me successful and facilitate it happening
  - I leave the shift feeling accomplished and happy because I understood and executed my job well
  - I have meaningful relationships with all of the stakeholder's elders, families and coworker.

*\*The Personal Assistant reports to the Nurse Administrator or the Nurse on duty.*