

Haines Assisted Living

Personal Assistant

Job Description

- Reports to Administrator
- Takes Direction from Residents regarding their personal care and life preferences
- Spends 90% of working time in the presence of residents

Employees of Haines Assisted Living are committed to excellence. Each individual in our community is recognized for their value, and plays a part in realizing the potential of others. We operate through *Consistency, Compassion, and Care*.

We Agree to: Be Dependable ♦ Assume the best ♦ Always be kind ♦ 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 dignity, choice, and self-fulfillment. PAs perform tasks and duties that support the resident's physical and mental health in an environment that engages the residents to their greatest ability. PAs are expected to use effective communication methods and care in developing relationships with each resident; understanding their personal history & strengths as it pertains to their current situation.

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.
- Qualifying background check through the State of Alaska
- First Aid/CPR certification or ability to obtain
- Current TB test or ability to obtain
- Current Food Worker Card or ability to obtain
- 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 an 8-hour shift.
- 50lb lifting requirement.

Preferred

Education in aging, social services or another related field.

Major Responsibilities

- Follow and build upon the rhythm and spatial organization of the household.
 - Participate actively in the lives of our elders.
 - Maintain organization of facility through the daily routine.
 - Observe, respect, and encourage residents to participate in daily milestones.
 - Understand and follow each resident's Service Plan.
 - Record all pertinent information as requested/required.
 - Become knowledgeable of, and carry out all aspects of resident safety.
- 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 and their visitors.
 - 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 resident Service Plan with respect, empathy, competence, and encouragement.
 - Assist the residents through their day.
 - Engage and empower residents to the utmost of their ability.
 - Maintain competency in techniques.
 - Identify and promptly report changes in resident health status and daily routine to the House Manager, Administrator, and in the Progress Notes.
 - Apply practical intervention procedures for dementia, and share strategies during team meetings or shift change.
- Maintain Household Systems
 - Find it and Fix it when possible.
 - Report damages and safety hazards to Administrator and/or Maintenance personnel.
 - Daily tidy of apartments, and housecleaning as scheduled by the House Manager.
 - Shift could include cleaning, cooking, and laundry tasks.
- Teamwork and Communication
 - Always assume the best intentions of co-workers.
 - Participate in the team effort to provide the best care.
 - Communicate with and assist fellow team members as needed.
 - Build supportive relationships among family members and residents.

Success includes:

- Being dependable and showing up for each and every scheduled shift.
- Daily communication between shifts/staff.
- Actively reviewing service plans.
- Having a positive attitude.
- Understanding resident's needs and desires and helping them happen.
- Feeling fulfilled because you have assisted our sacred elders in their day.
- Putting a smile on a fellow worker or resident's face.
- Knowing what makes those around you successful and helping to make it happen.
- Having meaningful relationships with all of the stakeholder's - elders, families and staff.

Pay and Benefits:

Personal Assistants are paid \$20.00 and receive up to 10 days of paid personal leave per year for full-time employees. PA shifts consist of full-time, part-time and night shifts.