

# *Fine Living Care* Assisted Living Facility

4605 Navy Day Place Suitland, Maryland 20746  
Mobile: 202 409-1366

## **JOB DESCRIPTION**

**JOB TITLE:** Assistant Living Assistant

**REPORTS TO:** Assisted Living Manager

### **JOB SUMMARY:**

The Assisted Living Assistant assist with activities of daily living, provide basic care to residents, and assist in the maintenance of a safe and clean environment.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Assist residents with oral hygiene, hair, showers, bathing, grooming and dress, as needed
- Assist residents with the use of bathroom; if required may assist residents with depends or other toileting items, as needed.
- Monitor resident activities and encourage participation in group activities, entertainment, and other events.
- Assist with transferring residents on a temporary basis.
- Take and record temperature, pulse, respiration, weight, height and blood pressure.
- Make bed and straighten resident's quarters on a daily basis if required. Clean personal accidents. Ensures toilet supplies are in resident's room.
- Takes care of residents during temporary, short-term illness.
- Notes changes in resident's condition and document in patient records. Inform manager of any changes in residents' emotional or physical well-being.
- Responds to medical emergencies for Assisted Living residents, assesses situation and takes appropriate action. Assists the Assisted Living Manager in determining future steps to take. Report (and record when appropriate) any changes observed in residents' condition or behavior or any unusual incident.
- Assist in maintaining a safe and clean environment
- Establish and maintain interpersonal relationships with residents', visitors, and other health care personnel, while assuring confidentiality of resident information. Interact with families and visitors regarding condition and needs of resident.
- Attend and participate in educational training sessions and meetings as required.
- Follow infection control and safety guidelines.
- Make appointments and arrange transportation and ensure residents get to destinations.
- Attend mandatory in-service meetings; be aware of changes in health and safety regulations and changes in employee policies and emergency procedures.
- Establish, promote and ensure respectful and courteous customer service practices.
- Respond to residents' concerns and complaints in a timely manner in coordination with Assisted Living Manager.
- Ensure residents eat meals, help residents with food, if necessary, and monitors intake and eating habits. Serve meals to residents, as needed.
- Prepare food for regular and therapeutic diets according to the planned menu for meals and snacks

- Prepare food using proper food handling and food safety techniques according to established policies, procedures, guidelines, and regulations.
- Create weekly menus according to established guidelines and policies.
- Ensure meals and snacks are served at the established time schedules.
- Ensure the proper quantity of food is prepared as directed and within established time schedules.
- Ensure food temperatures are appropriate (per guidelines) during food preparation and when served to residents
- Label, date, and store food properly according to established policies.
- Ensure refrigerator and freezer temperatures are within the appropriate range. Record temperatures on appropriate logs and report any discrepancies to the manager.
- Wash dishes, etc. according to established procedures for manual and/or automatic dishwashing. Record water temperatures on designated logs. Report any problems with improper water temperatures to the manager in a timely manner.
- Keep work area clean and uncluttered during preparation and service of food.
- Perform cleaning assignments according to established policies and utilize the proper cleaning chemicals.
- Use food supplies and equipment in an efficient and economic manner to prevent waste.
- Perform other duties, as assigned.

**KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE:**

- First aid/CPR certificate and have clearance from Department of Justice
- Alzheimer's/Dementia, Comar and Med Tech certifications
- Negative Tuberculosis test
- Good listener, gives clear straightforward directions, gives tactful and constructive feedback
- Keeps resident's information confidential; shares it with Assisted Living Manager
- Commitment to working in a professional high quality and team player environment
- Must have a warm and gracious manner and an appreciation of the elderly
- Knowledgeable and supportive of the residents' rights and responsibilities
- Must be well-organized and able to work independently with consistent follow-through
- Ability to handle competing demands in a flexible and positive manner, to seek support when needed, and an ability to keep all parties informed of time schedules and deadlines
- Must maintain a high level of attendance
- Follow oral and written directions by reading, writing or speaking English
- Ability to work under time pressure and maintain professional demeanor
- An ability to exercise independent judgment
- Good leadership and communication
- Ability to perform routine tasks with minimal supervision
- High School Diploma or G.E.D. desired

**WORKING CONDITIONS:**

Work is moderate to heavy, involving extensive walking and frequent bending, standing, crouching, reaching and lifting of objects up to 50 pounds. Occasional lifting of objects over 50 pounds. Must be able to ambulate throughout facility and respond rapidly in an emergency.

**HOURS AND DAYS REQUIRED:**

Various

**ATTENDANCE REQUIREMENTS:**

Near perfect attendance required.

**UNIFORM REQUIREMENTS:**

Appropriate nursing attire and shoes must be worn during core hours (8am-8pm). No scarfs or hats during core hours.

**PAYMENT STRUCTURE:**

Negotiable

**ACCEPTANCE:**

I have read and understand the requirements of my job. I understand the first 90 days of my employment with Fine Care Living Assisted Living Facility will constitute an introductory period of temporary employment, during which my abilities to fulfill the responsibilities of this job will be evaluated. I understand that this job description may not contain all the duties, physical requirements, and skills that I may be required to perform in fulfilling the responsibilities of this job; and that the nature of the duties and tasks of this may change over time.

I have read the above and fully understand the conditions set forth. I will perform these duties to the best of my ability.

\_\_\_\_\_  
Assistant Living Assistant  
(Employee Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assisted Living Manager  
(Manager Name)

\_\_\_\_\_  
Date