

RESIDENT CARE MANAGER

JOB DESCRIPTION

JOB SUMMARY: The Resident Care Manager supports the Director of Nursing in meeting resident needs and assisting the resident with activities of daily living. They will, communicate resident changes to the nurse, take monthly weights and vitals, assist with dressing and bathing, serve meals as needed, escort residents to meals or activities, respond appropriately to emergency situations, and others duties as assigned.

REPORTING RELATIONSHIP:

Supervised by: Director of Nursing or Staff Nurse; Resident Care Director
Positions Supervised: None
Interrelationships: Residents, family, and other health care team members

QUALIFICATIONS:

Educational/Degree

1. Shall be at least eighteen years of age.
2. High school graduate or equivalent.

Knowledge/
Skills/Ability

1. Successful completion of weight and vital training
2. Successful completion of American Red Cross Standard First Aid course.
3. Successful completion of training that covers the correct techniques of providing personal care service.
4. Attends all staff meetings, staff development programs and continuing education programs as required
5. Adhere to all Department, Administrative and Personnel Policies & Procedures

JOB RESPONSIBILITIES

1. Ensure that personal care and assistance with activities of daily living are performed in a timely and caring manner.
2. Performs personal care as outlined in the resident's service plan.
3. Aids residents with dressing, bathing, grooming, toileting, and eating as scheduled and as needed.
4. Escorts residents to meals or activities as needed.
5. Meets resident's unscheduled needs as appropriate.
6. Is sensitive to the residents personal care needs and ensures resident trust and confidentiality.
7. When needed, serve resident meals in an efficient and pleasant manner, in the dining room or resident suite.
8. Assist the nursing department in monitoring and caring for resident's wellbeing.
9. Meet with nursing and attendants at the beginning and end of each shift to pass on information relevant to resident care and quality of life.

10. Perform monthly vitals and weights for each resident and record this information.
11. Communicate to the shift nurse any observations or changes in the resident that may need intervention and record specific information in the day book.
12. Responds to the resident's emergency notification system at all times.
13. Ensure resident safety and help to provide a clean and sanitary environment.
14. Assist to maintain resident's suites in a clean, safe and sanitary manner.
15. Assures that resident's linens and personal clothing are clean and appropriate. May be required to launder residents clothing.
16. Responds to emergency situations as outlined in the fire and disaster manual.
17. Practices standard precautions at all times.
18. Adheres to all sanitary regulations governing the handling and service of food as needed.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

POSITION TITLE: RESIDENT CARE MANAGER

The physical demands and work environment The following factors are representative of those that must be met by an employee to successfully perform the essential functions of this job.

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit			X	
Use hands to finger, handle or feel			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
WEIGHT & FORCE DEMANDS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Lifting Up to 10 pounds				X
Lifting Up to 25 pounds				X
Lifting Up to 50 pounds			X	
Lifting Up to 100 pounds			X	
Lifting More than 100 #			X	
Pushing, Pulling Up to 10 pounds				X
Pushing, Pulling Up to 25 pounds				X
Pushing, Pulling Up to 50 pounds				X
Pushing, Pulling Up to 100 pounds				X
Pushing, Pulling More than 100 #				X
MENTAL & PSYCHOLOGICAL DEMANDS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Direct, Control, and Plan Work Activity	X			
Irregular Hours		X		
Read, Write, Speak the English Language				X
Follow Oral and Written Instructions				X
Possess Interpersonal Skills				X
Work Independently				X
Subject to Frequent Interruptions				X
Cope with Mental & Emotional Stress				X
Demonstrate Emotional Stability				X
Cope with Fast Paced Environment				X

ENVIRONMENTAL FACTORS			
	Low	Moderate	High
Exposure to Blood and Body Fluids			X
Exposure to Odors			X
Exposure to Temperature and Humidity changes		X	
Exposure to Toxic Chemicals/Cleaning Products	X		
Heat Exposure (>85 degrees)	X		
Cold Exposure (<50 degrees)	X		
Noise Level		X	

SENSORY REQUIREMENTS (With or Without Adaptive Device)	REQUIRED
Close Vision	X
Distance Vision	X
Color Vision	X
Peripheral Vision	X
Hearing	X
Speech	X
Tactile	X
Smell	X
Taste	X