

# LESLEY SENIOR COMMUNITIES

## Job Description

**Job Title:** Night Resident Caregiver

**Department:** Assisted Living Facility

**FLSA Status:** Non - Exempt

### Working Relations

*Reports to:* RCFE Administrator

*Interfaces with:* Assisted Living staff, residents

### SUMMARY

Provides nighttime assistance/supervision to residents, as needed, in accordance with current Federal, State and local regulations and facility policies and procedures. Attends to residents' laundry, as required, including bed linen changes and residents personal items.

### Duties and Responsibilities

- Make a round of the facility to check resident and assist with their needs as required.
- Assists in carrying out duties as specified on the Resident's Service Plan.
- Supervise & encourage residents in the administration of their medication. Document medication assistance on the Medication Administration Record.
- Assure safety, physical and mental well-being of each resident.
- Report and document changes in residents' conditions.
- Report unsafe and unsanitary conditions the RCFE Administrator.
- Attend to laundry, by loading machines, transferring washing to dryers, sort dry items, iron garments as needed and distribute to residents.
- Ensure residents' common area is clean and tidy.
- Provide a shift report to the RCFE Administrator at the end of the shift.
- Notify the RCFE Administrator or Assistant Administrator of any incidents occurring on the night shift. Document incident on Incident Report form.

## **Qualifications and Experience**

- Be at least 18 years of age
- American Red Cross 1<sup>st</sup> Aid Certificate or equivalent.
- At least 1 year experience in overnight supervision.
- Able to physically perform job duties.
- Able and willing to follow instructions.
- Ability to interact with elderly residents.
- High school degree, vocational school certificate or on-the-job training in the area of aged care.

## **Consistent/ Reliable Consistent/Reliable**

- Respond promptly to requests for services from residents and assure they are delivered in a professional matter.
- Follow through with special assignments.

## **Safety Awareness and Follow-Through**

- Be concerned with safety. Follow safety protocol to reduce the chance of self injury.
- Follow & monitor safety regulations, infection control and universal precaution procedures at all times.

## **Attendance**

- Come to work on time
- Attend at least 10 in-services annually

## **Language Skills**

Ability to read and interpret medication orders, policy manuals or government regulations. Ability to write simple correspondence. Ability to effectively present information & respond to questions from groups of staff, residents, family members and the general public.

**I have read the attached job description and fully understand the requirements set forth herein. I hereby accept the position of Night Staff and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.**

Date \_\_\_\_\_ Signature \_\_\_\_\_