

## ACC Assisted Living at Greenhaven Terrace

**Job Posting (2/23/15):      Medical Technician / Resident Assistant  
On-Call**

### **GENERAL SUMMARY:**

The Med Tech / Resident Assistant performs tasks that involve specific services for residents which are supportive and complimentary to individual care requirements, including but not limited to: assistance with bathing, grooming, dressing, eating, and toileting; conducting activity programs designed for residents' experiencing dementia; and, basic medical record documentation. The position reports directly to the Resident Care Manager and/or may be directly supervised by a Shift Supervisor.

### **ESSENTIAL JOB FUNCTIONS:**

- Attends to environment/room cleanliness, ventilation, lighting and furniture arrangements.
- Assists residents with personal cleanliness, grooming, nourishment, rest, activity, and toileting in a manner conducive to the residents' comfort, safety, and dignity.
- Preserves the dignity and self-respect of all residents at all times.
- Promotes psychosocial care as directed and instructed for individual residents.
- Conducts routine and ongoing resident assessments and reports changes in the resident's attitude, appearance, behavior, and physical ability to the Shift Supervisor or Resident Care Manager.
- Conducts and assists with recreational activities as assigned.
- Recognizes and respects the individual resident's emotional, social, cultural, and religious needs and beliefs.
- Practices conservation of equipment and supplies, keeping them clean and ready for use. Reports any equipment and supply needs to the Shift Supervisor or Resident Care Manager.
- Is accountable for knowing the whereabouts of all assigned residents at all times.
- Transports residents as needed.
- Keeps written notes of specific assignments and records pertinent information about the residents.
- Does laundry as assigned.
- Develops positive relationships with residents, families and frequent visitors.
- Promptly answers call signals. Frequently checks on residents unable to remember how to use the call signal.
- Maintains confidentiality regarding information about residents and their families. Strives to preserve resident privacy.
- May work with other staff to plan and conduct special events fundraisers and ACC programs.
- Attends required in-service and training programs.
- Demonstrates compliance with applicable ACC policies, procedures and standards.
- Other tasks as assigned.

### **REQUIREMENTS:**

- A high school diploma, G.E.D., or work experience contributing to equivalent knowledge & skill set.
- Ability to lead small group activities programs (after receiving training).
- Willingness to perform a variety of simple repetitive tasks that may involve unpleasant conditions and maintain patience and tact.
- Ability to accept close personal supervision and corrective feedback.
- Ability to record messages and keep simple records.
- Ability to communicate effectively and clearly with physicians, staff, residents, families, visitors, and other health care professionals.
- Good character and a continuing reputation of personal integrity.
- Ability to work in a multi-ethnic and multi-cultural environment.
- Maintains confidentiality regarding information about residents and their families. Strives to preserve resident privacy.
- Flexibility and willingness to work evenings or weekends as needed.
- Effective English communication skills, both verbal and written. Fluency in languages other than English is preferred.

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- Ability to understand and carry out directions or instructions, both written and verbal.
- Possession of a genuine interest and concern for persons suffering from dementia.
- Ability to maintain a pleasant, helpful and courteous manner with all residents, personnel, volunteers, and visitors.
- Ability to maintain an understanding and accepting attitude with residents.
- Flexibility and willingness to work evenings or weekends as needed.
- Shall be at least 18 years of age, and required to submit fingerprints for a criminal record review. Fingerprint clearance and submission of Criminal Record Statement is required (*LIC508*).
- Shall be certified in first aid.
- Possess and maintain good personal hygiene. Acceptable personal grooming and cleanliness.
- Shall demonstrate that their health condition allows them to perform the duties required and must submit an annual health screening report (*LIC503*).
- Knowledge and use of proper body mechanics and safety mechanics. Compliance with all OSHA (Occupational Safety and Health Act) regulations is required.

### **Physical Demands:**

Physical demands vary from sedentary activities to hands-on resident care which includes lifting, bending from waist, stooping, and twisting as conditions warrant. May include infrequent maximum assists of residents over 100 lbs. Objects or residents weighing more than 50 lbs. should not be moved without the assistance of another worker and/or appropriate equipment. Hours of duty may be long and irregular, including some evenings and weekends. May be exposed to potentially dangerous chemicals.

### **Physical Requirements: (In an 8-hour workday)**

Employee will stand/walk: 0-2 hours at one time, 0-6 total hours/day; will sit: 0-2 hours at one time, 0-6 total hours/day. Employee may drive for facility: 0-5 hours/day. Employee may support/assist: Occasionally, Max 70lbs. Employee will lift/carry: Occasionally, Max 15 pounds; height of lift: 3-4 feet; distance of carry: 30 yards. Employee will use hands for repetitive: Simple grasping, pushing and pulling, and fine motor manipulation.

Employee should be able to:

- Bend and squat frequently
- Reach frequently, 3 feet
- Kneel and climb occasionally

### **Mental Requirements:**

- Must be able to work with dementia residents
- Intervene safely and appropriately in challenging situations
- Work compassionately with families
- Supervise staff and/or volunteers
- Must be able to problem-solve and advise residents, families, and staff and volunteers.

### **TO APPLY:**

Qualified applicants, please send a cover letter and resume to ACC Senior Services, 7334 Park City Drive, Sacramento, CA 95831, ATTN: Jenny Lam; or email to [Jlam@accsv.org](mailto:Jlam@accsv.org). Applications accepted until the position is filled. Equal Opportunity Employer.