



Care Partner

Job Description

Job Classification: Non-Exempt, Full-Time, or Part-Time

Reporting Relationship: Director of Nursing

Primary Accountabilities:

To serve elders in an honorable way by working with all facility staff in developing a collaborative team approach to care for the elders by developing strong relationships, maintaining an elder focused environment, assisting with ADLs, taking vitals, complying with the Elder Justice Act and respecting Resident Rights, and being an advocate for the elders and promoting their desire to live a purposeful life.

Major Duties:

- Facilitate the delivery of and compliance of each elder's care plan.
- Recognize and respond to the needs of your elders and co-workers and being flexible with any changes.
- Performing elder cares of bathing, hygiene & grooming, oral cares, meals, safe transfers, mobility, toileting, and any other cares described in elder's care plan.
- Prepare and serve means, between meals, bedtime, or other snacks per preference of the elder.
- Keep all areas of the home clean, performing routine housekeeping duties. This includes making beds of occupied and unoccupied beds, changing linens as needed.
- Launder clothing, linen and other articles daily.
- Assures all assigned elders are dressed in clothing that is clean, in good repair, and appropriate for season and time of day according to elder's choice and preference. Changing soiled clothing upon discovery.
- Obtains vital signs and documents accurately: height & weight, respirations, pulse & pulse oximetry, temperature, blood pressure, reports of pain, and reports of any abnormality.
- Use care planned assistive devices with elder during moving, positioning, and transferring in and out of bed, chairs, bath/shower, vehicle, etc.
- Immediately report any change in condition, accidents or incidents, any abuse or suspected abuse of the elder to the charge nurse.
- Follow the facility Infection Control Program.
- Conduct coordinator roles (as determined quarterly within each home's team).



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- Attend and participate in elder care conferences and monthly home meetings.
- Attending all annual required education and training provided by the facility.
- Wear approved uniform/clothing daily including name tag.

Required Qualifications:

- Must have a current and valid Kansas Nursing Assistant Certification.
- Ability to read and understand Policies and Procedures.
- Safe handling of equipment by attending all training prior to using equipment and following safety guidelines (including but not limited to ServSafe training).
- Ability to listen and communicate step by step procedures to elders with maintaining elder dignity.
- Must be familiar with policies and procedures that pertain to elder care. Must promote the highest quality of care by being involved in at least one of the following: QAPI, Safety Committee, At Risk Committee, Infection Control committee, any PIPs, and on-going education and training.
- Ability to read and write for communication and documentation.
- Ability to add, subtract, and understand decimals in all units of measure.
- Compassionate, mature, sympathetic, and professional at all times.
- The ability to understand and carry out instructions furnished in written, oral, or diagram form.
- Ability to learn the electronic medical records, documentation, and reading the care plan
- Ability to operate a computer at a moderate skill level.

Physical Demands:

- Ability to stand, walk, sit, and bend for extended periods of time throughout the day.
- Ability to lift 50 pounds
- Ability to read computer screens, e-mails, and talk on the phone.
- Work requires finger dexterity and eye-hand coordination to operate equipment and computer.



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Work Environment:

- Possible exposure to chemicals as identified in the MSDS Manual.
- Continuous exposure to elders who are ill, confused, and need your assistance.
- Team environment that includes all staff, elders, elder's representatives, and community.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. This job description does not state or imply that these are the only activities to be performed by the employee holding this position. Employees are required to follow any job- related instructions and to perform any job- related responsibilities within their scope of practice as requested by their supervisor.

Employee Signature

Date

Supervisor Signature

Date