



LUTHERMANOR
COMMUNITIES

ASSISTED LIVING UNIVERSAL WORKER

REPORTS TO: Director of Nursing, Grand Meadows Campus

POSITION: To provide companionship, personal care and light housekeeping services and supervision to tenants in a manner conducive to their safety, comfort, security and the greatest degree of independence possible.

POSITION QUALIFICATIONS:

- Current, valid certification as a Nursing Assistant in the State of Iowa preferred.
- Regular attendance is required.
- Must be 18 years or older to operate lifts.
- Must be able to read, write and speak fluent English.
- Criminal History Clearance

PHYSICAL REQUIREMENTS:

- Standing: 1-3 hours/day
- Walking: 3-7 hours/day
- Lifting: Over 75 lbs using proper and/or improper mechanics
- Push/Pull: Over 50 lbs using proper and/or improper mechanics
- Twisting: Moderate: 121-480 twists/day
- Bending: Frequent bending: 481 or greater bends/day
- Squat/Kneel: 3-7 hours/day
- Endurance: Heavy energy requirements (7-9 mets)
- Wrist Position: Slight deviation of wrist
- Pinching: Moderate- 121-480 pinches/day
- Hand/Wrist Reps: Moderate- 961-2880/day
- Manual Dexterity: Gross dexterity with infrequent fine motor movement
- Right Hand: 36-60% of job cycle time
- Left Hand: 36-60% of job cycle time
- Near & Far Vision: Requires minimal near and minimal far vision
- Good physical health with no limitations of restrictions as evidenced by Physical Examination and T.B. clearance.

MENTAL DEMANDS:

- Must demonstrate effective communication skills with staff, tenants and the public.
- Demonstrates ability to develop and maintain good interpersonal relations with staff and tenants.
- Must demonstrate use of mature judgment and demonstrate excellent problem solving skills and ability.
- Must be able to work under stress when confronted with critical or unusual situations.

- Able to handle job responsibilities in a positive, professional manner.

WORK ENVIRONMENT:

- Work primarily indoors in a well-illuminated, reasonably climate-controlled environment.
- Involve possibility of exposure to communicable disease.
- Work with frequent interruptions.
- May need to operate personal vehicle for transporting tenants.
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ESSENTIAL DUTIES AND RESPONSIBILITIES:

Company Values

- Support the Mission, Values and Vision of Luther Manor.
- Support and participate in common teamwork:
 - Cooperates and works together with all co-workers; plan and complete job duties with minimal supervisory direction, including appropriate judgment.
 - Uses tactful, appropriate communications in sensitive and emotional situations
 - Completes requirements for in-service training, acceptable attendance, uniform and dress codes including personal hygiene, and other work duties as assigned.

Tenant Care

- Provide all care per tenant's service plan.
- Perform all tasks as assigned through nurse delegation with DON.
- Medication Administration as prescribed, through nurse delegation.
- Administer all medications using the six rights method: right tenant, right medication, right dosage, right time, right route, and right documentation.
- Obtain vital signs as needed and report to the appropriate nurse.
- Administer as needed medication under the supervision of the nurse.
- Respond to call lights as needed.
- Chart appropriate information in the electronic health record, EHR.
- Knowledgeable of tenant rights and ensures an atmosphere which allows for the privacy, dignity and well-being of all tenants in a safe, secure environment.
- Assume accountability for compliance with Federal, State and other regulations.
- Assist in the implementation of each tenant's care plan by performing personal cares and all Activities of Daily Living (i.e. dressing, feeding, toileting, grooming).
- Communicate to your supervisor any changes or concerns regarding a tenant's health and/or the appropriateness of services being delivered.
- Assist with bed bath, tub bath or whirlpool.
- Assist with personal cares (i.e. nails, hair, oral hygiene).
- Observe and verbally report to the nurse or Director of Nursing, accurate and timely information concerning tenants. Reports changes in medical condition of health status, lack of response or resistance to care, special problems, unusual incidents, tenants needs or requests, behavioral or psychological concerns. Documents in writing according to established procedures or as requested.

- Comply with safe lifting, transferring and handling of tenant per procedures.
- Assume responsibility for the safety of tenants under immediate supervision and those assigned at any time.
- Listen to tenants and families/staff questions and concerns and responds in a timely manner. Reports any irresolvable concerns to supervisor.
- Assure that tenants living area is maintained in safe, clean orderly fashion.

Dining Services

- Help to serve appropriate snacks and meals as trained by the Food and Nutrition Services Director.
- Facilitate mealtime conversations and maintains a warm, pleasant atmosphere while elders are eating.
- Assist with kitchen-related activities for the tenants.

Life Enhancement

- Assist with the planning and organizing of social activities for individual tenants, small groups and for the assisted living.
- Continually seek opportunities to support the social needs of all members of the assisted living through support, friendship and kindness.
- Seek opportunities throughout the day to facilitate spontaneous activities of tenant choice and assisted living preference; accompanies tenants in all activities of choice.
- Continually seek opportunities to share person interests and talents with members of the assisted living through both planned and spontaneous activities.

Housekeeping

- Maintain clean spaces in the household, including tenant rooms and household common spaces, as well as support spaces and equipment.
- Maintain supply of all materials to meet tenant needs in the assisted living household.

Laundry

- Provide assistance to ensure tenants' personal laundry is maintained in quality condition.
- Coordinate work with the assisted living team members to ensure the personal laundry needs of the tenants are met within the staffing resources of the assisted living household.
- Wash, dry, fold, and put away all tenants laundry.

Safety and Sanitation

- Observe safety hazards and emergency situations, and reports to appropriate person or takes corrective action according to established procedures, works safely without danger to self or others.
- Assume accountability for using, maintaining and storing Luther Manor property according to established policy.
- Demonstrate knowledge of emergency policies, procedures and proper usage of PPE.

- Perform all duties in a safe and efficient manner; assures that safety regulations are followed at all times by all staff.

Customer Service

- Interact with tenants, families, staff, and other visitors to the center in a pleasant, respectful, and courteous manner.
- Act as a positive representative of Luther Manor at all times.
- Perform incidental housekeeping and maintenance tasks as may arise during the course of regular duties, in order to maintain a clean, safe, pleasant environment for tenants, visitors and staff.

Tenants' Rights

- Provide privacy and maintain the confidentiality of all tenant care information.
- Ensure care and security of tenants' personal possessions.
- Report all complaints and grievances made by tenants, family members, and visitors to the supervisor.
- Ensure that tenants are free from abuse (physical, mental, and sexual), mistreatment and neglect, and reports any such instances to appropriate facility staff.

In-Service Education

- Attend all in-service education programs mandated by federal, state, and Luther Manor guidelines.
- Participate and assists in departmental meetings and projects as assigned.

Miscellaneous

- All other duties as assigned by the supervisor.

All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.

Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, or tenants.

This description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. I have read this position description and fully understand the requirements. If I am offered and I accept the position of Assisted Living – Universal

Worker, I agree to follow the requirements and will perform all duties and responsibilities to the best of my ability.

I understand that I may be assigned other duties, in addition to or in place of those described previously. I also understand that the essential duties of this position may change at any time, according to the needs Luther Manor.

I further understand that my employment is at-will, and thereby understand that my employment may be terminated at-will by Luther Manor or myself.

Print Name

Signature

Date