



UTILITY AIDE

REPORTS TO: Director of Nursing

POSITION: Provides nursing support services to residents such as making beds, taking beverages to the residents and similar types of assistance.

POSITION QUALIFICATIONS:

- Ability to follow written and oral instructions.
- Must be able to read, write and speak fluent English.
- Regular attendance is required.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

- Standing: 1-3 hours/day
- Walking: 3-7 hours/day
- Lifting: Up to 20 pounds regularly
- 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
- 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.
- Some exposure to slippery surfaces when walking and driving.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Distributes fresh ice water to resident room and cleans water pitchers.
- Changes linens as needed and scheduled, makes beds with fresh linen and removes soiled linen, replaces bath clothes and towels, and monitors linen supply.
- Assists residents with personal laundry, hangs clothes, keeps rooms neat and tidy, and personal supplies for residents on a regular basis.
- Keeps wheelchairs and other similar equipment clean and transports residents as needed to activities.
- Reports any unusual situations or changes in resident behavior or appearance to professional nursing staff promptly.
- Directs all questions concerning resident and family matters to charge nurse.

Residents/Patients' Rights

- Provides privacy and maintains the confidentiality of all resident care information.
- Ensures care and security of residents' personal possessions.
- Reports all complaints and grievance made by residents, family members, and visitors to the supervisor.
- Ensures that residents are free from abuse (physical, mental, and sexual), mistreatment and neglect, and reports any such instances to appropriate facility staff.

In-Service Education

- Attends all in-service education programs mandated by federal, state, and company guidelines.
- Participates 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 residents.

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.

Date

Signature

Print Name