



GRACE MGMT INC.  
A CPF LIVING COMPANY

**JOB DESCRIPTION**  
**Grace Management, Inc.**

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**Position:** Resident Care Assistant

**Reports to:** Wellness Director

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**Summary of Duties**

The primary responsibility of the Resident Care Assistant (RCA) is to provide physical and psychosocial care to all residents in a manner that promotes dignity, choice, and individuality. This position reports to the shift supervisor as well as the Wellness Director.

**Essential Functions**

- Provides all necessary care and services to assigned residents and assists other wellness department associates as needed
- Works collaboratively with peers and other team members
- Provides assistance with Activities of Daily living such as with bathing, dressing, personal hygiene (includes: shaving, oral care, nail care, hair care, foot care), toileting, eating, and ambulation/mobility
- Maintains professional demeanor at all times when interacting with residents and families
- Reports any suspected or witnessed instances of verbal, mental, or physical abuse to licensed staff immediately
- Utilizes safe transfer techniques when assisting residents with mobility
- Washes residents' laundry as needed
- Understands and uses Centers for Disease Control and Prevention Standard Precautions, OSHA's Occupational Exposure to Bloodborne Pathogens standard, and follows established infection control procedures, hazardous communication, and other safety rules
- Documents provision of services on Company forms
- Operates designated medical equipment, copy, scan, and fax machines and telephone
- Escorts residents and coordinates internal transportation needs
- Assists residents with personal correspondence/telephone use when requested
- Observes and reports changes in residents' physical condition and cognitive/emotional status to Wellness Director or Supervisor, as needed



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- Conducts room checks and resident rounds
- Monitors for environmental safety hazards
- Respond to emergencies in a prompt and calm manner; Immediately reports such emergencies to the supervisor
- Uses tactful, diplomatic communication techniques in potentially sensitive or emotionally charged situations
- Follows-up with appropriate staff, residents, or other individuals regarding reported complaints, problems, and concerns

### Non-Essential Functions

- Participates in and supports the resident-centered activities program
- Care for sensory enhancement devices such as eyeglasses and hearing aids
- Completes housekeeping tasks such as bed-making, linen changes, vacuuming, emptying trash, and cleaning bathroom
- Acts as ambassador and public relations representative to guests and other off-campus visitors
- Copies special paperwork or forms
- Assists in a variety of tasks related to dining (escort residents to dining room, assist with set-up and clean tables, serve meals, bus tables, etc.)
- Demonstrates an appreciation of the heritage, values, and wisdom of the residents and an understanding of the aging process
- Collaborates with associates in other departments to assure necessary care and services are provided
- Participates in projects or committees as assigned
- Performs related duties as assigned
- Attends and participates in staff meetings and mandatory in-services

### Required Knowledge, Skills, Abilities, Experience

- Ability to read and write in English
- Satisfactory completion of RCA skills competency checklist
- Be in good physical health and free of communicable diseases; Lifting, bending, and pushing medication cart about residence is required
- Must be able to lift 40 pounds
- Completion of drug testing and criminal background check upon hire and upon request of supervisor
- Experience in Assisted Living preferred