



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, 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.
- Conducts room checks and resident rounds.



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- 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.

### Knowledge, Skills, Abilities, and Experience

- Ability to read, write, and speak in English.
- Satisfactory completion of Resident Assistant 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.