

Bethany St. Joseph Corporation

Job Description

Job Title: Tenant Care Assistant
Department: : Community Services
Supervised By: RCAC Director

JOB SUMMARY:

To assist tenants in maintaining or achieving the highest level of independence by providing cares and services according to the written tenant's service plan. To maintain the facility and commons areas in a safe, clean and sanitary condition for tenants, visitors and staff.

JOB FUNCTIONS:

1. Assist in or provide cares and services in all multidisciplinary areas of assisted living, including but not limited to:
 - a. General cleaning of apartments & common areas, including dusting, sweeping, mopping, scrubbing, straightening.
 - b. Bathing and showering of tenants
 - c. Assist in dressing & undressing
 - d. Assist with ambulation & transport via wheelchair
 - e. Medication administration
 - f. Assist with general cares of tenants
 - g. Lead social activities
 - h. Provide social conversation
 - i. Document cares and services
 - j. Laundry
2. Promote and assure for tenants right, autonomy and philosophy of assisted living.
3. Communicate effectively with co-workers, supervisors and administrative staff to establish and maintain a cooperative work environment.
4. Answer telephone, log messages, promote facility to callers and visitors; provide tours of the facility.
5. Keep all work related information confidential.
6. Report incidents involving visitors, staff and tenants to supervisor; complete incident reports as directed or required.
7. Work independently as scheduled utilizing team approach to cares and services.
8. Support and abide by all safety practices set forth by BSJ Corporation including but not limited to using proper body mechanics, minimizing trips and falls, good and safe housekeeping and reporting hazardous working conditions to the supervisor.
9. Understand and use appropriate universal precautions while performing job tasks including but not limited to using personal protective equipment, proper hand washing procedures and proper infection control and body substance isolation procedures.

QUALIFICATIONS:

Education:

Experience:

Specific Qualifications/Knowledge:

Must possess good written and verbal communication skills.

WORKING CONDITIONS:

1. Exposed to basic cares for a number of tenants including repetitive lifting of 40-60 pounds, various push/pull activities.
2. Exposed to a variety of chemicals while cleaning.
3. Potential exposure to blood borne pathogens.
4. Potential exposure to tenant behavior situations.
5. Exposure to repetitive hand washing.
6. All shifts are classified as awake shifts.

This job description is not intended to be all-inclusive. Bethany St. Joseph Corporation reserves the right to revise or change duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Bethany St. Joseph Corporation is an Equal Opportunity Employer