

## JOB DESCRIPTION: RESIDENT CARE SPECIALIST (Alternate Manager)

Salary: \$ \_\_\_\_\_

Reports to: House Manager

### Essential Duties and Responsibilities:

#### *The Resident Care Specialist will be responsible for:*

- Day to day, overall operations of the home for the maintenance of State Licensing Standards.
- Protecting at all times the confidentiality of all residents
- The Resident Care Specialist shall be responsible for notifying the house manager of any major maintenance problems that occur within the home.
- The Resident Care Specialist is responsible for seeing that emergency medical or dental needs of the residents are met.
- The Resident Care Specialist is responsible for helping the residents maintain adequate personal hygiene, and will be responsible for the residents' overall physical appearance.
- The Resident Care Specialist will be responsible for monitoring the distribution of prescribed medications.
- The Resident Care Specialist shall be responsible for notifying the Director immediately of any condition in the home which violates State Licensing requirements
- Be responsible for the overall "tone" of the home. You must maintain a positive attitude.
- Be responsible for the daily routine operation of the home (e.g. meal times, resident job assignments, etc.) is maintained in accordance with established Policies and Procedures.
- Be responsible for seeing that all information is correctly documented.
- Adhere to and carry out the principles outlined in the Personnel Policies.
- Be responsible for the proper supervision of all residents.
- Be required to perform any reasonable additional duties delegated by the house manager that are not specifically provided for in this job description, but that are deemed necessary for the overall achievement of the program's objectives and goals.
- Notify immediately either the house manager or Director of any emergency situation that arises, either to a resident or the physical plant.
- You will be responsible for having your certifications updated.

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- You will be responsible for recording water logs, fire drills, disaster drills, shift reports, care notes, MAR sheets, menus and other important documents, i.e. incident reports.
- You will be responsible for having your employee timesheets in at least one day before payday.
- You may be asked to accompany clients to appointments and other scheduled outings.
- You will be required to attend all mandatory and/ or emergency meetings.
- You will be required to prepare al menu using portioned sizes according to diets and cooked meals and snacks. Food must be labeled. You may also have to assist with feeding.
- You will be required to coordinate a morning and afternoon word for the day and (if one isn't in place)
- You will have some light paperwork to complete. Get familiar with sending and receiving faxes. All paperwork must be completed by the contractor themselves!
- You must monitor safety at all times.
- You will be required to assist with Activities of Daily living
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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_