

Let Your Life Shine ✨
**NORMANDIE
RIDGE**
ALBRIGHT CARE-SERVICES

POSITION
51-20(17)

FEBRUARY 8, 2017

TITLE: Lead Enhanced Services Assistant **DEPARTMENT:** Enhanced Services
SUPERVISOR: Reg. Dir. of Home Based Services **SHIFT:** 7:00am – 3:45pm
Full time 40 hours/week
LOCATION: Normandie Ridge Every 3rd weekend/holiday as needed

BRIEF DESCRIPTION: Assists the CSA in the efficient operations of Enhanced Services and carries out the policies and procedures for the provision of client care. Assists the client/resident with a variety of household and personal duties, thereby maintaining his/her independence to live at home.

PRIMARY RESPONSIBILITIES:

- Coordinates the weekly client schedule of services
- Coordinates the staff schedule within established guidelines
- Accurately completes checklists and other paperwork requirements as directed
- Educates staff members on ACS policies and procedures, ensures adherence to established policies
- Promotes and educates staff, clients and client family members on the independent living philosophy
- Communicates with physicians, residents/clients, families and staff in a professional, courteous manner
- Assists with client or family member concerns/complaints, staff concerns/issues and informs CSA in a timely manner
- Completes in-take process for new enhanced service clients
- Meets with new residents of Manchester Court apartments and Garden Cottages to educate them on available services through the Enhanced Service department
- Oversees ES staff/assists with orientation and job responsibilities, performance reviews/discipline process
- Performs some or all of the following duties as agreed upon and requested by client and or client's family:
 - Assists client with ADL's; bathing, shaving, grooming and dressing, hair, skin and mouth care, toileting, ambulation and transfers
 - Makes client's bed, maintains a neat and clean environment
 - Prepares meals and may assist client with eating
 - Transports clients to activities, appointments, stores as needed
 - Light housekeeping duties; dusting, vacuuming, dishes, laundry
 - Takes client for walks, provides companionship
 - Assists client/resident with self-administration of medications

QUALIFICATIONS:

- Must be a high school graduate or possess its equivalent.
- Must successfully pass the Commonwealth of Pennsylvania Nursing Assistant testing and be registered with the Department of Health. Must maintain certification requirements.
- Demonstrates ability to supervise people. Must be able to communicate effectively with client, staff and visitors.
- Must possess a valid PA Driver's License.

PHYSICAL DEMANDS:

- Works in a well-lit, ventilated office setting. Works in a private home setting. Occasionally works around and with others in the client home.
- Must be able to lift and support 25 pounds. Chance of strains from lifting.
- Chance of exposure to communicable diseases.
- Standing and walking 75%, Sitting 25%.