

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

**TITLE:** Enhanced Services Assistant

**DEPARTMENT:** Enhanced Services

**SUPERVISOR:** Reg. Dir. of Home Based Services

**LOCATION:** Normandie Ridge

**BRIEF DESCRIPTION:** Assists the client/resident with a variety of household and personal duties, thereby maintaining his/her independence to live at home.

**PRIMARY RESPONSIBILITIES:**

- 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
- Respects client's rights/dignity and maintains cordial atmosphere
- Promotes and practices the independent living philosophy
- Responsible for completing checklists and other paperwork requirements
- Accurately completes documentation per Albright Care Services standards
- Practices good safety habits
- Practices appropriate infection control and follows universal precautions
- Recognizes confidential matters and does not divulge confidential information or material to anyone not authorized to receive such information

**QUALIFICATIONS:**

- Must have completed 10 grades of schooling.
- Must be able to follow oral and written instructions.
- Must possess a valid PA Drivers License.
- Must be able to communicate effectively with client, staff and visitors.
- Manual dexterity is necessary to handle equipment and carry out procedures.
- Must be able to lift and support 25 pounds.
- Must be a caring person who has a genuine interest in working with and caring for the geriatric person.
- Must be able to pass a physical examination within State and Federal guidelines.

**PHYSICAL DEMANDS:**

- Works inside a private home. May, at times, work around and with others in the client home.
- Visual acuity used to perform job tasks.
- Bends, stoops, kneels, pushes, and pulls when attending to the needs of the client.
- Chance of strains from lifting.
- Chance of exposure to communicable diseases.
- Standing and walking 75%, Sitting 25%.