

LB Homes

Full Legal Name: _____ Date: _____

Basic Care Aide-Emergency Response Team

LB Broen Home

Department: Nursing

FLSA Status: Non-Exempt

Grade/Level:

Job Type: Regular

Work Schedule: Varying shifts to meet facility needs

Job Status: Temporary-During COVID-19
Pandemic

Reports To: Director of Nursing

Amount of Travel Required: None

Positions Supervised: None

POSITION SUMMARY

Under the direction of the Licensed Nurse, provides nursing and related services to assure resident safety and attain or maintain the highest practicable physical, mental and psychosocial well-being of each resident as determined by resident assessment and individual plans of care.

With an emphasis on person-centered care and service, a Basic Care Aide will be able to help residents with personal cares including oral care, bathroom assistance, dressing, and grooming. In addition, they will provide support and services in infection prevention and control, emergency preparedness, mobility and positioning assistance, temperature, bedmaking, and nutrition and hydration.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function competently. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Exhibits an attitude of respect and dignity toward all individuals: residents, families, and staff.
- Communicates and cooperates with residents, families, other employees, and visitors.
- Meets employee expectations as stated in the LB Homes Employee Handbook and facility policies.
- Guards and assures the privacy of residents and their health care information.
- Reports any noted safety hazard to their supervisor immediately and participates in resolving the

concern.

- Encourages and assists residents to identify and participate in activities of interest.
- Follows general and nursing department safety policies and procedures. Approaches all tasks with a safety first attitude and a commitment to perform tasks as instructed.
- Performs all duties following infection control standards.
- Supports and participates in the onboarding and training activities for new LB Homes employees.
- Spends all duty time with a resident-centered focus.
- Provides resident care according to the care plan.
- Performs tasks according to Basic Care Aide Task Listings, unit schedules and as identified on the residents' care plans.
- Maintains records and enters information into computer kiosks re: patient care provided and noted condition changes. Reports problems to the Team Leader.
- Recognizes an emergency situation and responds according to LB Homes Emergency Procedures. Participates in Emergency Drills in their work area.
- Completes monthly nursing staff and all staff education.
- Speaks, reads and writes English.
- Is free of communicable disease.
- Successfully performs each Basic Nursing Department Competency, with the exception of: Use of a Mechanical Lift and Mechanical Stand, Assisting with a Tub Bath, and Shower Gurney Transport.

POSITION QUALIFICATIONS

Competency Statement(s)

- Integrity - Always do what is right.
- Compassion - Open your heart and show you care.
- Dedication - LB Homes can count on you.
- Team Work - Help each other make it happen.
- Customer Service - Know the need and meet it.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Self Motivated - Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Innovative - Ability to look beyond the standard solutions.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Reliability - The trait of being dependable and trustworthy.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions

of others.

- Accuracy - Ability to perform work accurately and thoroughly.
- Adaptability - Ability to adapt to change in the workplace.
- Ambition - The drive to achieve personal advancement.
- Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience.
- Conflict Resolution - Ability to deal with others in an antagonistic situation.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.

SKILLS & ABILITIES

Education: Nursing Assistant training and current on the Minnesota Nursing Assistant Registry.:
Required

Experience: None

Computer Skills: Aptitude and ability to enter information into the electronic health record.

Certifications & Licenses: Minnesota Nursing Assistant Registry

Other Requirements:

PHYSICAL DEMANDS

N (Not Applicable) Activity is not applicable to this position.
O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands		Lift/Carry	
Stand	F	10 lbs or less	F
Walk	C	11-20 lbs	F
Sit	O	21-50 lbs	O
Manually Manipulate	F	51-100 lbs	N
Reach Outward	F	Over 100 lbs	N
Reach Above Shoulder	F		
Climb	O	Push/Pull	
Crawl	N	12 lbs or less	F
Squat or Kneel	O	13-25 lbs	F

Bend	F	26-40 lbs	O
Grasp	F	41-100 lbs	N
Speak	F		

Other Physical Requirements

- Vision (Near, Distance, Color, Depth)
- Sense of Sound - oral communication, call system alarms
- Sense of Smell
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) - Gloves, masks, goggles, gowns

WORK ENVIRONMENT

Nursing Unit of Nursing Home.

Employee
Signature: _____ Date: _____

Supervisor
Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.