

LB Homes

Unlicensed Personnel

Department: Lutheran Brethren Home Care

FLSA Status: Non-Exempt

Grade/Level:

Job Type: Regular

Work Schedule:

According to posted schedule or as requested to meet facility need.

Job Status:

Reports To: RN Health Services Manager

Amount of Travel Required: None

Positions Supervised: None

POSITION SUMMARY

This position is responsible for providing personal care and delegated nursing services designed to maintain the clients' physical and emotional well-being.

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 satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Assist the client with personal cares as identified in the assignment sheet/client care plan. These cares may include all or some of the following: assisting with dressing, grooming and oral cares; shampooing of hair; assisting with showering or bathing; rubbing with lotions; fingernail cares and foot cares if instructed to do so by an RN; redirection of a confused client, and other care as assigned.
- Assisting the client in the use of the commode, urinal, toilet and with adult incontinence products as assigned.
- Assisting with ambulation and transfers, including proper use of a transfer belt and assistive devices and proper body mechanics to avoid injury.
- Assist in use of hearing aids, glasses and other adaptive devices for clients.
- Medication reminders, assistance or administration as delegated by RN.
- Prepare meals or snacks as directed, following special meal plans if instructed.
- Take and record temperature, blood pressure, pulse and respiration as instructed. Report changes or concerns to RN.
- Notify RN of any complaints or concerns raised by the client or the client's family or representative.
- Help each client to reach and maintain his/her highest level of performance and independence. Must promote clients' independence, not dependence by offering choices and fostering self-help skills.

- Establish rapport with clients, lead client in activities as assigned and provide socialization and companionship to clients while performing assigned tasks.
- Assist with services or treatments as delegated by the RN according to the client's individualized care plan or with therapy tasks as assigned by a licensed health professional.
- Observe client and report to the LPN or RN changes in the client's physical and emotional condition, such as change in attitude, appearance loss of appetite, weight, etc.
- Assist co-workers with daily responsibilities when needed.
- Organize and prioritize assigned work during scheduled shift to complete assigned tasks.
- If working in the community, responsible for taking adequate supplies or equipment to the clients' home that are needed to complete the assigned tasks.
- Document services provided accurately and consistent with agency policies and complete all required paperwork in a timely and legible manner.
- Attend required in-service training- at least 8 hours for every 12 months of employment as well as staff meetings and other agency events.
- Follow agency procedures for universal precautions for infection control when performing assigned tasks.
- Maintain a clean environment for clients. Dust, vacuum, mop and other household chores as scheduled and assigned.
- Use validation techniques and/or appropriate diversion activities when dealing with clients with dementia.
- Follow agency policies regarding safety rules and requirements and report any issues or concerns about your safety or any injuries immediately to the LPN or RN.

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.
- Teamwork - Help each other make it happen.
- Customer Service - Know the need and meet it.
- Adaptability - Ability to adapt to change in the workplace.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Conflict Resolution - Ability to deal with others in an antagonistic situation.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Reliability - The trait of being dependable and trustworthy.
- Organized - Possessing the trait of being organized or following a systematic method of performing a

task.

- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

SKILLS & ABILITIES

Education: High School Graduate or General Education Degree (GED)
Graduate of a recognized nursing assistant program and in good standing with the Minnesota NA/registry; or successful completion of our agency's orientation and training program for unlicensed personnel and has been determined competent to provide services and follow our agency's procedures by our RN.

Experience: Experience in working with older adults. Previous experience in a hospital, nursing home or home care agency preferred.

Computer Skills: Basic skill preferred

Other Requirements: Must receive a "not disqualified" criminal background result from Department of Human Services and may not be on the OIG exclusions list.
Must be screened for TB.

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

Stand	F	Lift/Carry	
Walk	C	10 lbs or less	F
Sit	O	11-20 lbs	F
Manually Manipulate	F	21-50 lbs	O
Reach Outward	O	51-100 lbs	N
Reach Above Shoulder	O	Over 100 lbs	N
Climb	F		
Crawl	N	Push/Pull	
Squat or Kneel	F	12 lbs or less	F
Bend	F	13-25 lbs	F
Grasp	F	26-40 lbs	O
Speak	F	41-100 lbs	N

Other Physical Requirements

- Vision (Near, Distance, Peripheral, Depth)
- Sense of Sound - spoken word & alarms
- Sense of Smell
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) - eye, hearing, gloves

WORK ENVIRONMENT

Primary responsibilities will be conducted in client homes or in housing-with-services establishments in clean, well-lit, climate-controlled areas such as client apartments, hallways, work rooms, client dining area and meeting rooms.

Exposure to body fluids, infection, odors, and behavior of clients that may be aggressive, combative or demanding.

The noise is usually moderate.

Exposure to chemical and respiratory hazards is possible.

Travel to clients' homes may be required.

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.