Job Title: Assisted Living Universal Worker	**Reports To:** Delegating RN/Executive Director
Job Classification:	
FLSA Status:	**Revised Date:** April 2024

POSITION SUMMARY

Universal Workers are responsible for providing personal care and assistance to the tenants in the Facility. Personal care may include assistance with dressing, grooming, going to the bathroom, ambulating, eating, and bathing/showering. Universal Workers are responsible for observing and reporting changes in tenants' health, cognitive or functional conditions to the nurse.

GENERAL JOB DUTIES

- All employees are responsible for a basic knowledge of the employee handbook, along with the mission and vision of the Facility, and must conduct themselves with behavior that supports these values.
- All employees understand the safety and well-being of both the residents and staff members is the number one priority of their Facility.
- All employees are responsible for making the most of their working time and reach maximum potential by being on time for appointments and completing deadlines in a timely manner.
- All employees are expected to escalate issues as necessary.
- All employees will specifically be trained on their job duties, however; other mandatory trainings may be deemed appropriate by leadership for one or all members of the team.
- Other projects and/or duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Assist tenants with aspects of daily living (bathing, dressing, hygiene/grooming, eating/dining, toileting/continence management, ambulation, transferring) as described by the tenant's service plan.
- Assist tenants with tasks and interventions as described by the tenant's service plan.
- Perform or assist tenants with basic services such as housekeeping, laundering of bed linens, and laundering of personal items as described in the tenant's service plan.
- Perform safety checks as described in the tenant's service plan and according to Program protocol.
- Report any noted observations of a change in a tenant's health, functional, or cognitive status to the RN or nurse designee.
- Promote, coordinate, and assist with activities and social interaction with tenants.
- Always follow Tenant Rights policies.
- Know and follow each tenant's individualized service plan.
- Handle all tenant information in a confidential manner.
- Prepare dining room, serve food/beverages, and clean up dining room after mealtime. Assist with meal tray service.
- Perform cleaning procedures to all common areas in accordance with Program protocol.
- Observe waste disposal procedures in accordance with Program protocol.
- Communicate information and observations to the RN or nurse designee to assist with tenant assessment and service plan development.
- Accept and perform additional duties as assigned by your department head or Executive Director in a cooperative manner.
- Come to work in a clean, neat uniform, and consistently present an appropriate professional appearance. Name tag will be worn and visible.
- Come to work as scheduled and consistently demonstrate dependability and responsibility. This includes clocking in and out on time.
- Respond to all emergency pendants and alarms in accordance with Program policy.

- Participate in all in-service education as required.
- Must be able to work independently without direct supervision.
- Must complete required documentation either written or electronic record in an accurate and timely manner.
- Must be awake and alert while on duty.
- Have the ability to be innovative and creative to support psychosocial needs of tenants.
- Provide exemplary customer service to co-workers, tenants, guests, visitors, and vendors.
- Comprehend and follow all OSHA, State, and Federal policies and regulations.
- Comply with established infection control and universal precaution practices.
- Comply with all Program Fire Safety and Disaster policies and procedures.
- The use of personal vehicle for approved work related tasks will be reimbursed for mileage at a pre-determined rate.
- The sensory and communicative activities essential to the performance of this position include: hearing, seeing, smelling, speaking, reading, and writing.

EDUCATION & EXPERIENCE REQUIREMENTS

- High School Diploma or GED preferred. Must be at least 18 years of age if job function includes medication administration.
- Participation in delegation/training conducted by Delegating RN.
- All personnel employed by a dementia-specific program shall receive a minimum of eight hours of dementia-specific education and training within 30 days of employment.
- Maintain active Dependent Adult Abuse training certification, and/or have the ability to complete the required training within 6 months of hire.
- Must participate in on-going continuing education and in-serving.
- Safe food handling orientation/training.

Physical Requirements

- Ability to lift up to 50-75 pounds and sometimes more with assistance. An individual in this position will be expected to use, assist, and demonstrate devices for handling and lifting residents.
- This position requires regular movements such as: balancing, climbing, crawling, crouching, fingering, grasping, kneeling, lifting, pulling, pushing, reaching, repetitive movement, standing, and stooping.
- An individual in this position may be exposed to: inside environmental conditions, physical, chemical, or respiratory hazards. An individual may be required to utilize a facial mask, face shield, goggles, or other personal protective equipment.
- An individual in this position may be exposed to Bloodborne Pathogens.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

REQUIRED SKILLS

- Consistently demonstrate dependability, responsibility, and set a positive example for all other staff.
- Passionate about excellent resident care, compliant processes, and methodologies and a willingness to continually learn.
- The ability to work both independently and within a team.
- A responsible, organized, and detail-oriented mindset.
- Refined time management skills and the ability to multi-task.

EQUAL EMPLOYMENT OPPORTUNITY

At your Facility, we understand that every employee is different in his or her own way. We do not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, military status, or other non-merit factors. The Facility is a proud Equal Opportunity workplace.

By signing below, I am certifying that I am qualified for this position (as described above) and capable of performing the general and essential functions of the position. I agree that this Job Description has reasonable expectations and that this is in no way, shape, or form a contract of employment. By signing this document, there is no guarantee of continued employment as the State of Iowa and Nebraska mandates at-will employment.

_____

COMMUNITY NAME

_____ _____

EMPLOYEE SIGNATURE DATE

_____

PRINT EMPLOYEE NAME

_____ _____

SUPERVISOR SIGNATURE DATE

_____

PRINT SUPERVISOR NAME