

**MISSOURI VETERANS HOME PROGRAM
POSITION DESCRIPTION**

POSITION TITLE: DOMESTIC CARE AIDE

REPORTS TO: CHARGE NURSE

OVERTIME STATUS: CATEGORY 2

ACCOUNTABILITY OBJECTIVE:

Responsible for assisting residents in their achievement of the highest possible level of functioning while promoting positive resident outcomes. To follow guidelines as per MVH policy and procedures, and to demonstrate knowledge of MVH quality indicators.

STANDARD REQUIREMENTS:

- Demonstrate knowledge of and promote resident rights, including but not limited to the right to be free of restraints and free of abuse. Promptly report incidents or evidence of resident abuse or violations of residents' rights.
- Follow dress code guidelines as per MVC policy and procedure.
- Approach duties with a positive attitude and constructively support open communication, dedication and compassion.
- Maintain effective communication with residents, families and facility staff.
- Adhere to all established facility and commission policies and procedures.
- Promote positive employee relations.
- Participate in individual training plan as required.
- Work wherever needed within the department and facility.
- Ensure privacy of all protected health information to which he/she may have access.
- Apply objectives from offered training
- Perform duties in a safe manner minimizing the risk of on the job injuries.
- Demonstrate knowledge of emergency procedures and respond accordingly.
- Demonstrate understanding of the mission statement of the Missouri Veterans Commission Homes Program. Exhibit a willingness to work as a team member in carrying out the mission of the organization. Facilitate implementation of care systems, i.e., falls, infection control, quality management programs, etc.

ESSENTIAL JOB FUNCTIONS: (Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

- Assist with the set-up/delivery of food trays (ex. setting up food trays, cutting up food, carrying trays, etc.) Assist/feed residents as assigned. Assist/transport residents to and from meals.
- Assist residents who need supervision in smoking.
- Travel with residents as needed.

- Participate in making beds.
- Stand or walk for extended periods of time, primarily on feet all shift with the exception of breaks and occasional sedentary tasks.
- Assist/provide dressing and grooming as necessary, bending to assist with socks, shoes, etc.
- Lift and move equipment.
- Participate in cleaning equipment (i.e., wheelchairs, walkers, etc.)
- Serve between meal and bedtime nourishment as assigned. Encourage/assist residents with hydration requirements.
- Answer call lights promptly and courteously.
- Adhere to all established facility and Commission policies and procedures.
- Respond to internal and external disasters such as fires, tornadoes, etc, in order to protect residents, staff and property.
- Arrive to work on time and when scheduled, minimize unscheduled absences and schedule sick and annual leave responsibly, as established by Commission policies.
- Work overtime as needed
- Work weekends, holidays, evenings, and nights as needed.

OTHER DUTIES:

- Other duties as assigned.

PHYSICAL REQUIREMENTS:

- Physical requirements and activities include: walking, balancing, finger dexterity, pulling, pushing, standing, climbing, grasping, stooping, crouching, crawling, kneeling, reaching, bending, lifting, supporting, repetitive motion, frequent washing of hands. Essential sensory and communicative activities include: feeling, seeing speaking, hearing, smelling and tasting.

RECEIPT AND ACKNOWLEDGMENT:

I acknowledge and understand that:

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations.

- I have read and understand this job description.

Print Employee Name: _____

Employee Signature: _____

Date: _____