



MELODY LIVING

L I F E I N H A R M O N Y

Job Description Care Partner Associate

Job Code	Job Title	Department
	Care Partner Associate	Assisted Living
FLSA	Benefit Status	Reports to
Non-Exempt	Full-Time/Part-Time/PRN	Health and Wellness Director

Position Summary

Responsible for meeting the daily personal care needs of the residents in a manner that aligns with our mission and values and meets the regulatory requirements of the community. Assists the Health and Wellness Director (HWD) in various functions, anticipates, identifies, and reports care needs.

Essential Duties

- Attends to the personal care needs of residents in a timely manner and provide assistance with ADLs as requested by residents or directed by supervisor.
- Allows, and encourages resident independence in care in a supportive, and appropriate manner to do as much of their own care as possible per the care plan and assignment sheets.
- Provides personal care services to residents such as assistance with bathing, dressing, attendance at meals, serves meals to residents in the dining room or apartments, laundry, etc. with attention to individual resident needs (i.e., hair is combed, shoes are tied, oral hygiene, etc.)
- Anticipates and identifies any resident care needs and reports to supervisor (i.e., hygiene needs, broken eyeglasses, skin rash, lost hearing aids, supply needs, etc.).
- Responds to the needs of family members as appropriate.
- Lite housekeeping and laundry services.
- Companionship, including but not limited to social interaction, conversation, emotional support, and mind stimulating activities, encourages residents to socialize and participate in planned activities or programs and to develop friendships with other residents.
- Documentation of the services provided, including the date and times, reports changes to supervisor.
- Maintains open communication with supervisor and/or peers to promote awareness of resident issues.

- Monitors the safety and well-being of residents and reports to the licensed nurse any changes in residents condition.
- Reports suspicion of abuse, neglect or misappropriation of resources as required by regulation to the Executive Director immediately.
- Reports changes in resident status, health or otherwise, to supervisor.
- Monitors and documents resident's condition as directed.
- Completes work orders to communicate necessary replacements or repairs.
- Attends, participates, and contributes to monthly staff meetings addressing resident and departmental needs.
- Encourages teamwork through cooperative interactions with co-workers.
- Assist HWD with developing and updating care plans.
- Available for on call rotation.
- Other duties as assigned.

Basic Qualifications & Experience

- Three to six months related experience preferred and/or training in direct service with older adults, or equivalent combination of education and experience. (Refer to specific state regulations for qualifications required to assist with medications and direct care duties).
- Knowledge of dementia particularly of the Alzheimer's type is helpful.
- Must be able to read, write and speak the English language.
- High school or Equivalent (GED)
- One (1) year experience in some level of elder care preferred.
- Proficient computer skills preferred.
- Strong self-management and organization skills
- Strong multi-tasking abilities with the ability to handle competing deadlines, flexible and adaptable (open to change).
- Ability to effectively handle difficult and sensitive issues and maintain confidentiality.

Working Conditions / Physical Requirements

- Sits, stands, bends, and moves intermittently during working hours.
- Is subject to frequent interruptions.
- Interacts with families, volunteers, residents, and numerous other staff members.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, and or qualifications associated with the job.

The employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.



Job Description Acknowledgement Care Partner Associate

I acknowledge and understand that:

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed. I have read and understand the functions and requirements of this position. I understand that this is not to be considered an exhaustive statement of duties, responsibilities or requirements and does not limit the assignment of additional duties for this position.
- 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 any of these functions.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the Community.
- I have read, understand, and agree to use this job description as a tool to assist me in my daily tasks.

Associate Printed Name

Date Signed

Associate Signature

I have reviewed this current job description with the above employee.

Manager Signature

Date Signed