

# TBGHealth

1008 Clemmers Mill Rd., Schwenksville, PA 19473

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**JOB DESCRIPTION:** Resident Care Aide

**EXEMPT/NON-EXEMPT:** Non-Exempt

**SUPERVISOR'S TITLE:** Program Supervisor or Executive Director

**WORK SCHEDULE:** varies by assigned shift

**SUMMARY OF POSITION RESPONSIBILITIES:**

The Resident Care Aide provides support and care to adults living with acquired or traumatic brain injury in the residential setting.

**ESSENTIAL DUTIES:**

1. Provide assistance and modeling to residents with completing ADLs (activities of daily living) – showering/bathing, toileting, dressing, personal hygiene/grooming.
2. Provide assistance and modeling to residents in the completion of IADLs (instrumental activities of daily living) – using the telephone, shopping, food preparation, housekeeping, laundry.
3. Works directly with the resident and provides minimum to maximum assistance and/or supervision to promote the resident's success in daily living tasks, recreational activities.
4. Provides transportation in company vehicles and accompanies resident to medical appointments, personal and group recreational activities, shopping.
5. Adheres to scheduled activities and completes ongoing/routine assignments with residents, as assigned.
6. Supports residents in difficult situations.
7. Identifies changes in residents' behavioral, medical, emotional, cognitive and physical condition and alerts applicable clinical members for appropriate care as needed.
8. Implements the resident's rehabilitation, treatment and/or support plans.
9. Assists with medication management after training.
10. Displays flexibility and willingness to respond to changes in operations or program needs by changing program assignments when necessary or assuming other duties as assigned.
11. Completes all appropriate and required documentation and recordkeeping (eg – logs, observation forms, notes, incident reports, behavior reports, fire drill forms, etc).
12. Completes all required trainings and in-services.
13. Observes resident confidentiality at all times.
14. Works directly with the clinical team and program managers, as well as other team members, to understand, implement, monitor and provide feedback on the effectiveness of residential/rehabilitation plans systems or strategies necessary to support the resident's rehabilitation/habilitation program.
15. Communicates all necessary information to the designated team members as appropriate.
16. Maintains a professional attitude with resident, family members, clinical staff, management and visitors.
17. Demonstrates positive resident interaction skills.

**POSITIONS SUPERVISED:** None

**LEVEL OF EDUCATION/TRAINING/QUALIFICATIONS:**

- 1. Must be at least 21 years of age.
- 2. Proof of High School Diploma or GED required.
- 3. Must have a minimum of 6 months experience providing care for persons with disabilities in a paid, volunteer or family care capacity.
- 4. Must be able to read, write, speak and understand the English language.
- 5. Good verbal and written communication skills.
- 6. Good time management skills.
- 7. Valid driver's license with clear driving record.

**REQUIRED CERTIFICATION/LICENSE:** None.

**PHYSICAL DEMANDS:** Regularly walk, stand, stoop, sit, kneel, bend, lift, carry, push, pull or otherwise move objects weighing up to 50 pounds; and occasionally drive a motor vehicle.

**WORKING CONDITIONS:** Work is performed in a residential, home-like setting; Work exposes staff to contagious or infectious diseases; Work may expose incumbent to dangerous and volatile situations; which could result in bodily injury.

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**Employee Signature**

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**Date**

*(I certify that I have received a copy of my job description.)*

Dates of annual review of job description and updates, if necessary, and authorized signature of approval		
Date Reviewed:	Date Reviewed:	Date Reviewed:
Approved:	Approved:	Approved:
Date Reviewed:	Date Reviewed:	Date Reviewed:
Approved:	Approved:	Approved:
Date Reviewed:	Date Reviewed:	Date Reviewed:
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