**JOB DESCRIPTION**

**ASSISTED LIVING UNIVERSAL WORKER**

**REPORTS TO: CC DON** Non-Exempt Job number: 255 Job Code: 01-70061

**JOB SUMMARY**: The Universal Worker assists or performs procedures according to physician orders and nursing delegation, based on validation and competencies. This position will also perform housekeeping and dietary duties.

**DUTIES/RESPONSIBILITIES**:

* Treat everyone with dignity and respect.
* Promote and protect all resident rights.
* Maintain confidentiality of protected health information, including verbal, written, and electronic communications.
* Demonstrate professional behavior while on duty in any setting.
* Work under the direction of a licensed nurse in the provision of direct resident care.
* Demonstrate competency and ability to carry out department specific functions of the NA in accordance with the department's standards of care, policies and procedures.
* Perform housekeeping duties for assisted living residences and common spaces as scheduled.
* Perform dietary duties including serving noon meals and dishwashing.
* Identify acute changes in resident condition and communicate these changes to the nurse immediately.
* Identify basic signs and symptoms of deviation from normal health status and provide basic information to the licensed nurse to use in identification of problems and needs.
* Contribute to the assessment of the health status of residents, including interactions with resident's family members by collecting basic subjective and objective data from observations and interviews, including taking vital signs and reporting appropriately.
* Contribute to and assist in implementing plan of care that reflects the resident's physical, psychological, social, educational, developmental and rehabilitative needs based on resident’s age, ethnic origin, economic status, lifestyle, creed or philosophical beliefs.
* The Universal Worker provides assistance with resident transport.

**LICENSURE/CERTIFICATION REQUIREMENT:**

Current Basic Life Support (BLS) prior to hire.

The employee is to maintain all applicable education, licensure, certification or registration requirements.

**QUALIFICATIONS/ABILITIES**:

* Knowledge of nursing and medical practices, and the ability to demonstrate the skills necessary to provide appropriate care to meet resident needs.
* Maintain the knowledge and skills necessary to provide care appropriate to the age of the residents.
* Ability to gain proficiency in NCHS’s software programs as applicable.
* Demonstrate the ability to communicate effectively both verbally and in written format.
* Demonstrate a high level of interpersonal skills and be able to communicate effectively with individuals throughout NCHS.
* Participate in the orientation of other NCHS employees as well as staff development, in-service, and other educational and related activities.

**DEMONSTRATE KNOWLEDGE AND UNDERSTANDING OF AND COMPLIANCE WITH:**

* Infection control policies and procedures for position
* All pertinent safety, health and environmental policies, procedures and guidelines.
* Working safely, without causing harm or risk to self, others or property.
* The work environment and all safety procedures.
* Prompt reporting of unsafe practices, procedures, accident/injuries, complaints or any other safety violations.
* The appropriate use of all safety equipment and personal protective equipment

**WORKING CONDITIONS**: Variable weekday shifts along with rotating weekend and holiday shifts. The incumbent of this role will work indoors at the Care Center and Assisted Living Facility and outdoors to accompany residents on and off campus.

**JOB EXPOSURES:** May be subjected to occupational health hazards including but not limited to odors, chemicals, infectious diseases, infectious wastes, body fluids and physical, psychological and emotional stress.

**PHYSICAL REQUIREMENTS:**

* Meet general health requirements according to facility policy, including medical and physical exams and checking immunity status to various infectious diseases.
* Ability to lift, move, push or pull 40 pounds.
* **Hand Functions-** grasp and pinch frequently
* **Visual-** optimal vision required to read information, reports, instructions, labels etc.
* **Verbal and Auditory-** must communicate effectively with residents, families, physicians and other staff
* Frequent standing and walking, bending and working at all levels for extended periods.

**Functional Assessment:** This position requires the ability to perform essential job functions with or without reasonable accommodations.

**Employee Statement of Understanding:** This job description is intended to convey the general scope of the major duties and responsibilities inherent in this position. Other tasks not listed here may be assigned. Periodic revision may be necessary to reflect changes in expectations placed on the health care industry by various governmental agencies. This job description will be reviewed and/or revised annually and as needed.

I have read and understand the job description for my position. I agree to comply with all NCHS policies, laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or standards of conduct to my director or the Corporate Compliance Officer (Administrator)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CEO/Administrator Date