

<b>Position Code</b> 1.
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## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> MDHHS-CARO CENTER
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Hospitals and Centers
<b>4. Civil Service Position Code Description</b> Resident Care Aide-E	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Registered Nurse Manager	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> ; REGISTERED NURSE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> ; REGISTERED NURSE MANAGER-2	<b>13. Work Location (City and Address)/Hours of Work</b> 2040 Chambers Rd., Caro, MI 48723 / Schedule rotation-shift as assigned.

**14. General Summary of Function/Purpose of Position**

The resident care aide staff will provide direct care, person-centered services (including; but, not limited to active treatment and nursing services) to individuals who are acutely or chronically ill with mental illness and/or developmental disabilities, and possibly with multiple physical health conditions. Resident care aide staff provide an array of person-centered supports and services; including health care, ADL training, behavior management, etc which are developed by the treatment team via a specific assignment to provide care and supervision for an individual resident/ or an assigned group of resident/s. This includes accountability to provide visual observation of area to ensure resident/ whereabouts, safety and monitor activities. The resident care aide staff assist the professional team members in formulating, revising and to implement the individual plan of service specific to the resident/ care needs. Resident care aide staff serve as a positive role model. Resident care aide staff are responsible for supervising resident/s in therapeutic milieu, in program delivery, ie. supervise and participate in active treatment and/or psychosocial rehabilitation programs, health care plans, and when accompanying resident/s in the community, ie. medical appointments, inter-hospital transfer, sitter in community hospital, etc. Resident care aide staff assist resident/s who may require assistance when completing or learning activities of daily living such as bathing and grooming, meal time, dressing, etc. Resident care aide staff provide for implementation of emergency/ high risk procedures in accordance with Center/Hospital Policy/standards, ie. seclusion, restraint, manual holds, enhanced levels of supervision, CPR, etc. Resident care aide staff document in the resident/s medical record, and maintain accountability records, ie. resident/ check, sharps monitoring, etc. in accordance with Hospital/Center policy and the Nursing Standards of Practice. Maintain safe environment and perform light housekeeping duties. This is a Drug and Alcohol tested (DART) position under the criteria provided in the collective bargaining unit agreement. All positions are subject to criminal background checks and fingerprinting.

**15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.**

**List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.**

**Duty 1**

**General Summary:**

**Percentage: 80**

Active Treatment is provided via implementation of the resident's individual person-centered treatment plan of service/assigned duties in accordance with the person-centered treatment plan

**Individual tasks related to the duty:**

- Provide care, treatment, supports and services as assigned; carries out care, treatment and supports and services assignments for an assigned group of resident/s.
- Review the individual plan of service and delivers care consistent with the individual resident/ plan. Interact with resident/s with knowledge and respect of their individual developmental needs, and with consideration of needs based on type of resident/population served.
- Provides care for an assigned group of resident/s, including to assist resident/s with learning and completing activities of daily living such as bathing/ showering, grooming, oral care, dressing/ maintaining wardrobe (laundering, document property record, repair or purchase of clothing), changing incontinent wear, and toileting as needed, participation in therapeutic programs- psychosocial rehabilitation, nursing groups, work programs, assist with serving/ monitoring meals, feeding when needed, etc.
- Maintain therapeutic communication and boundaries in resident/staff interaction.
- Provide a positive role model
- Respectful communication with resident/s and staff.
- Administer treatments and document condition of treated area; report observations to the registered nurse.
- Monitor resident/ condition, document and immediately notify the appropriate supervision of any change in the resident's condition (medical, emotional, behavioral, other) per facility policy. Seeks direction regarding provision of care; communicates concerns which may impact resident/ care delivery,
- Document in the resident/ medical record each shift, including resident/ participation in programs, activities, behaviors, physical condition, progress or lack of progress toward person-centered plan of service the sleep record, and other medical records per hospital/center policy.
- Implements unit Guidelines of Care, Procedures, Center/Hospital Policies and Procedures, Nursing Care Standards, and seeks direction from appropriate supervision to carry out assignments with accuracy/ timely.
- Resident/ advocacy/ rights protection; respectful communication/ interaction with resident/s, assists resident/s with conflict resolution, provides or assists with rights complaints as requested or assistance as needed; timely (immediate) communicates/ report of rights violation/abuse immediately to the appropriate supervisor.

**Duty 2**

**General Summary:**

**Percentage: 10**

Maintain safety and the required accountability and supervision for assigned resident/s/ resident/ care environment. Provide safe implementation of emergency/ high risk procedures in accordance with hospital/center policies.

**Individual tasks related to the duty:**

- Complete required safety monitoring and resident/ checks/ checklists, used to account for resident/ departure and arrival at scheduled programs, and other checks, ie. sleep record, environment checks, searches, unauthorized leave of absence (ULOA), etc.
- Intervene to maintain resident/ safety.
- Implement emergency preparedness plans, life safety, use of materials safely etc. and participates in drills.
- Utilizes appropriate safety equipment, ie. barrier packs, etc.
- Provides safe implementation of emergency/ high risk procedures in accordance with Hospital/ Center Policy ie. safe, accurate implementation of seclusion, restraint, manual holds, etc with an aggressive resident/; maintain enhanced level of supervision, ULOA procedures, etc.
- Utilize confrontation avoidance techniques, assist resident/s to regain control during periods of aggressive or disruptive behaviors, use least restrictive approach to manage behaviors. Utilize manual hold restraints, restraint and as a last resort/ emergency intervention. Document resident/ behaviors, interventions, and resident/ responses.
- Safe transport of resident/s on center/hospital grounds and in the community, accompany resident/s to necessary appointments, ie. for consultation, medical care, pre-placement visits, recreational outings, etc.
- Participates with Performance Improvement; communicates concerns via established chain of command, via functional team leaders, center/hospital leadership, ie. to improve processes or resident/ care outcomes.
- Monitor environment and document findings, notify supervisor of immediate needs for repair, and remove dangerous items from the environment
- Monitor resident/ equipment, ie. wheelchairs, gait belts, etc. for safety, maintain in clean condition.
- Clean up spills, etc. which could pose environmental safety hazard.
- Assist resident/s to maintain personal and community living areas, by sweeping, wiping tables, making beds and mopping floors, etc.

**Duty 3**

**General Summary:**

**Percentage: 5**

Education and administrative responsibilities.

**Individual tasks related to the duty:**

- Support the Mission, Vision and Values of the various facilities within Michigan Department of Community Health.
- Participate in education and training, in-service training to enhance skills/ knowledge, complete annual and mandatory training updates in timely

fashion, participates with ongoing education to develop and enhance knowledge of resident/ population specific care needs, age specific considerations.

- Assists with training less senior employees in role/ responsibilities of RCA staff.
- Timely review of policy/ standard revision, guidelines of care, memorandum directives and cross unit training to maintain current skills.

#### Duty 4

General Summary:

Percentage: 5

Provide and monitor basic health care.

Individual tasks related to the duty:

- Observe for and report resident/ health symptoms.
- Provide first aid as necessary.
- Complete treatments as ordered by physician.
- Document and monitor resident/ as directed.
- Perform CPR, Administer Oxygen in emergency situations.
- Collect and label specimens.
- Carry out special treatments, ie. range of motion, ambulation with gait belt, etc.
- Take and record vital signs (BP, T, P, R, and Waist Circumference).
- Practice Universal Precautions to maintain the health of both residents and staff.
- Administers medications only as assigned and under the supervision of a licensed professional

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Implementing techniques of resident/ care and treatment as learned in in-service training; following center/hospital policies and procedures and unit guidelines.

17. Describe the types of decisions that require the supervisor's review.

Changes in work schedule/ assignment; changes in resident/ care which do not follow individual person-centered plan of service unit or Center/Hospital guidelines.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Requires continuous standing, walking and exertion to manage resident/s. Exposure to a variety of illnesses; including bloodborne pathogens. Staff may be exposed to potential injury due to assault by an aggressive resident/. Use of manual physical hold to control an aggressive resident/ who is exhibiting violent and combative behaviors. Physical activities at various times of the day may require standing, sitting, climbing stairs, stooping, balancing, kneeling, crouching, carrying, walking, running, lifting or bending. Mandatory overtime, holiday and week-end work required.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |

N Orally reprimand.

N Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

Providing care and treatment- implementing the individual person-centered plan of service assisting resident/s with basic care needs and supervision/ monitoring of resident/s, assuring that active treatment is implemented in a safe and humane manner in the residential unit/ program environment. Use of approved confrontation avoidance and emergency physical interventions. CPR as required. Reporting changes in resident/ condition to the appropriate supervisor for assessment/ reassessment, and documentation in the resident/ Medical Record.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

N/A

25. What is the function of the work area and how does this position fit into that function?

The work area provides mental health services to individuals with developmental disabilities and/or a mental illness, in a residential hospital or center setting. Generally the resident/s receiving service, have a history with developmental disability and/or persistent mental illness, and acuity of care needs (psychiatric and medical care needs) is high.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

**EDUCATION:**

EDUCATION: Completion of High School Education.

**EXPERIENCE:**

No specific type/ amount required, CENA or other health care setting may be preferred. Progressive steps in classification, 6 Level – no experience required 7 level- one year of satisfactory performance as a resident care aide. E8 level -two years of satisfactory performance as a resident care aide.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Good verbal and written communication skills; ability to work with aggressive, dysfunctional individuals, or individuals who have mental illness and/or physical and/or developmental disabilities. General knowledge of infection control and universal precautions; ability to assess/ note changes in a person's physical condition and mental status. Knowledge of mental illness, forensic related issues, security related matters and using channels of communication. Knowledge of and the ability to implement CPR, confrontation avoidance techniques and approved physical intervention, and restraint procedures with accuracy/ safety.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

CPR. A valid driver's license may be required. Some positions could require a special driver's license to operate a designated state vehicle.

*NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

***I certify that the entries on these pages are accurate and complete.***

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date