

## 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> MICHIGAN VETERAN HOMES
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> State Operations
<b>4. Civil Service Position Code Description</b> RESIDENT CARE AIDE-E	<b>10. Division</b> DJ Jacobetti Home for Veterans
<b>5. Working Title (What the agency calls the position)</b> Resident Care Aide	<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> 425 Fisher Street; Marquette, MI 49855 / Shifts vary (24 hour operation)

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

This position is responsible for providing direct nursing care services to members including providing or assisting members to perform activities of daily living such as hygiene, mobility, dressing, eating, and providing a safe living environment for members, staff, and visitors.

This is a test-designated position and will be subject to random drug and alcohol testing.

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: 30**

Assist with/provide personal care services to members of the Home.

**Individual tasks related to the duty:**

- Provide member privacy with all direct staff.
- Bathing (shower, tub, bed bath).
- Oral hygiene and denture care.
- Hair care (shampoo, combing).
- Shaving.
- Nail Care.
- Dressing / Undressing.
- Changing incontinence briefs, providing peri care.
- Prepare members for meals. Prepare tray and assist with feeding / or feed.
- Serve member nourishments – beverage and snack program.
- Record food and fluid intake as ordered.
- Assist members to meet elimination needs (toileting, bedpan, commode, foley catheter).
- Collect urine, stool, and sputa specimens as ordered.
- Vital signs (TPR, BP, P, R, O2 Sat.) as ordered.
- Postmortem care.

**Duty 2**

**General Summary:**

**Percentage: 20**

Assist in positioning, lifting, ambulating, and transferring members

**Individual tasks related to the duty:**

- Ambulate member using appropriate device (gait belt, walker, cane, etc.).
- Reposition member in bed and/or chair, providing proper body alignment and reducing pressure.
- Utilize mechanical lifts appropriately to transfer members.
- Promote member and staff safety with transfers.
- Assist members to appointments and to activities as provided by the Activity Therapy Department.

**Duty 3**

**General Summary:**

**Percentage: 15**

Maintain a safe, clean, comfortable, and homelike environment for members, visitors, and staff.

**Individual tasks related to the duty:**

- Maintain Standard Precautions at all times.
- Change member bed linens.
- Care for soiled member laundry as directed.
- Puts away clean laundry. Straightens closets, dressers, and nightstands.
- Measure and order clothing items.
- Label clothing and marks valuables.
- Keep member areas free of unnecessary clutter and equipment.
- Stock bedside cabinets with necessary equipment or materials.
- Maintain all equipment and supplies in safe working order.
- Adhere to safety policies in caring for members.
- Complete cleaning duties of unit as assigned.
- Fill out accident and injury reports as indicated.

**Duty 4**

**General Summary:**

**Percentage: 15**

Completes treatments and rehabilitative programs for members as indicated.

**Individual tasks related to the duty:**

- Performs unsterile treatments as ordered (e.g. range of motion, hot & cold compresses, soaks, whirlpool, special skin care, ostomy care, urine testing/ specimen collection, etc.).
- Follows through with members PT, OT, and speech therapy programs and directives.
- Follows bowel and bladder programs.

**Duty 5**

**General Summary:**

**Percentage: 15**

Observe, record, report members physical and emotional condition and care received by member.

**Individual tasks related to the duty:**

- Follow individual care plans.
- Participate in member assessments and care plans, making recommendations to the RN Manager for ways to meet each member's individual needs.
- Serve as an advocate for members.
- Participate in rounds and report.
- Report verbally or in writing to the Team Leader or charge nurse regarding member's condition and care provided.
- Immediately report any significant change in a member's condition to the RN on duty.
- Complete documentation (flowsheets, food acceptance, I & O, bed measurements, ADL charting, etc)

**Duty 6**

**General Summary:**

**Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

- Demonstrate a supportive and positive approach to members and families.
- Assist with orientation and training of new RCA employees.
- Assist with providing clinical experience for student nurses, maintaining a positive approach at all times.
- Attend in-services and staff meetings as directed.

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

Scheduling and performing specific member care - Members affected.

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

- Decisions that affect the care of the member or other members.
- Decisions which would affect other departments.

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.

- Walking, standing, bending
- Pushing wheelchairs and carts
- Lifting and transferring members
- Exposure to illnesses from members (minimal), visitors, or other staff
- Computer terminal use
- Exposure to second hand smoke

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

Management Developed PD

23. What are the essential functions of this position?

To provide direct nursing care services to members. Providing or assisting members to perform activities of daily living such as hygiene, mobility, dressing, eating, and providing a safe living environment for members, staff, and visitors.

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

Primary change is to the certificates section. CENA certification is no longer required at time of hire. Employees must obtain CENA Certification 4 months post completion of the nurse aide training course and maintain certification as a condition of continuing employment.

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

The function of the work area is to provide nursing services to members. This position provides these services at the basic level, supervised by Registered Nurses.

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

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

**Resident Care Aide 6**

No specific type or amount is required.

**Resident Care Aide 7**

One year of experience equivalent to a Resident Care Aide.

**Resident Care Aide E8**

Two years of experience equivalent to a Resident Care Aide, including one year equivalent to a Resident Care Aide 7.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Must be able to communicate and interact successfully with the aged, disabled and infirmed.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must obtain CENA Certification 4 months post completion of the nurse aide training course and maintain certification as a condition of continuing employment.

*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.

N/A

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

DOUGLAS BRADFIELD 7/13/2023  
\_\_\_\_\_  
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