

**Hendricks County  
Job Description**

**Title:** Resident Assistant

**FLSA Status:** Non-exempt

**Department:** County Home

**Pay Band:** OSS 4

**Supervisor:** County Home Administrator

**Date Prepared:** 08/27/08

**Purpose of Position:** Performs limited nursing, environmental & nutritional tasks to promote and maintain the health and well being of County Home residents.

**Essential Functions:**

- Administers and charts medication reminders and treatment given to residents as prescribed by physicians.
- Assists residents with special needs.
- Measures and records residents' vital signs as needed.
- Orders medications as directed by the Care Team Coordinator
- Prepares monthly summaries and necessary charting on residents as needed.
- Makes periodic checks on residents.
- Transports residents to doctor appointments.
- Maintains clean living area for residents.
- Cooperates with fellow staff in providing nutritionally balanced meals and snacks for residents.

**Non-Essential Functions:**

- Performs the duties of the cook as needed.
- Performs other duties as assigned.
- Maintains daily records of residents' activity and condition.

**Education & Qualification Requirements:**

- Prefer Certified Qualified Medical Assistant or Certified Medical Assistant or equivalent experience.
- Ability to maintain routine records and files of residents' health needs and requirements.
- Ability to administer medication to residents according to physician's directions
- Ability to administer simple medical procedures such taking blood pressure readings and temperature.
- Ability to effectively and tactfully deal with other people.
- Ability to communicate well, both verbally and in writing.
- Ability to read & interpret menu and food preparation procedures.

**Responsibility:**

Incumbent work consists of routine record keeping requiring a high degree of accuracy. Medication doses are highly monitored, and the incumbent strictly adheres to physicians' detailed directions. Work is routinely checked by supervisor and can be crosschecked with the physician and/or pharmacist. Errors could result in significant adverse physical consequences to residents.

**Working Relationships:**

Working relationships are with supervisor, associates in same department, county home residents, physicians and pharmacist to provide information and administer to residents' needs.

**Working Conditions & Physical Demands:**

Work is performed in home nursing type setting. Direct exposure and physical contact with residents when performing nursing duties is required, and some exposure to dirt and grease when performing environmental and nutritional duties.

**I have read and understand this job description, and its relationship to the position I occupy.**

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**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**