



Poarch Band of Creek Indians

5811 Jack Springs Rd. ♦ Atmore, AL 36502
Tribal Offices: 251.368.9136 ♦ www.pci-nsn.gov

	Job Announcement: HR2017:97
Position Title: Resident Assistant (RA)	Advertising: Publicly
Department: Assisted Living	Division: Health & Elder Services
Immediate Supervisor: Nurse Manager	Department Director: Assisted Living Administrator
Employment Status: Non-exempt	Position Type: Regular Part-Time (3 positions)
Mandatory Reporter: Yes	Background Check Required: Yes (data-sensitive)
Opening Date: Friday, August 11, 2017	Closing Date: Friday, August 25, 2017 by 5:00 p.m.
Preference shall be given in accordance with the Title 33 (Tribal Employment Rights) of the Tribal Code.	
Overall Objectives of Position	
The Resident Assistant is expected to provide the residents of Lavan Martin Assisted Living Facility assistance with daily living skills. The Resident Assistant will report to the Nurse Manager on issues related to the direct care of the residents. The Resident Assistant is also responsible for carrying out duties as established in each resident's Plan of Care, for documenting appropriately as required and for following all policies and procedures of the facility. This job description is not an all-inclusive list of the duties and responsibilities of this position. The RA is expected to perform all duties and responsibilities necessary to meet the objectives of applicable programs.	
The Resident Assistant is expected to live the Purpose and Values of the Poarch Band of Creek Indians and will go beyond the call of duty.	
Primary Responsibilities of the Resident Assistant	
<ul style="list-style-type: none">• Assists residents with bathing, dressing, grooming, toileting, incontinence care, etc.• Assists residents with medication administration as directed by a physician or provider. Properly documents medication administration.• Obtains and documents resident vital signs, weight and height measurements.• Effectively communicates pertinent information about residents to co-workers during shift change.• Immediately reports all accidents and/or injuries to the Administrator or designee.• Provides transportation for residents to medical appointments and/or various other activities.• Communicates medical information and concerns between ALF Nurse Manager and healthcare providers.• Performs other duties as assigned by the appropriate person.	
Day-to-day Responsibilities	
<ul style="list-style-type: none">• Performs light housekeeping duties.• Ensures that all required reports are completed accurately and timely.• Performs administrative duties which include greeting residents, keeping medical records, answering the telephone, assistance with making appointments, or handling correspondence.• Maintains a positive physical and social environment for residents while fostering independence, dignity and safety.	
Education/License/Certification and Experience Requirements	
<ul style="list-style-type: none">• High School diploma or equivalent.• Must have completed Certified Nursing Assistant (CNA) or Medical Assistant (MA) and maintain current certification.• Minimum of one (1) year experience working with the senior population is preferred.• Must possess and maintain First Aid certification and CPR certification or obtain certifications within ninety (90) days of the official date of hire in this position.	
Skills Required	
<ul style="list-style-type: none">• Must possess a high level of maturity with the ability to work and maintain confidentiality; adhering to HIPPA and the Privacy Act.• Must possess the skills, knowledge and experience to perform duties.• Must be an effective communicator and an organized and proficient time manager.• Ability to effectively communicate both orally and in writing as well as maintain a positive and professional demeanor toward residents, visitors, families and co-workers.	
Additional Requirements	
<ul style="list-style-type: none">• Must possess a valid state driver's license and insurable driving record according to Tribal insurance guidelines.• Must successfully pass the required criminal and character background check.• Ability to travel and participate in required training to meet the goals and objectives of applicable programs.• Ability to adequately and successfully perform all duties and responsibilities of this position.	
Every applicant must complete an application provided by Human Resources. Human Resources is located in the modular building next to the Assisted Living Facility. A resume will not be accepted in the place of an application. Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.	