# Job Description

**Basic Purpose of Position: Provide assistance to the residents in a manner that meets or exceeds State Licensing expectations; these responsibilities include being familiar with and prepared to fulfill responsibilities as outlined in the following position description:**

- **Care Assistant to Residents**
- **Laundry/Housekeeper**
- **Dishwasher/Kitchen Helper**
- **Bus Person**

**Duties and Responsibilities:**

**Provide assistance (or reminders) with activities of daily living such as grooming, oral hygiene, bath/shower, hair cleaning and brushing;**

**Provide assistance with resident's personal environment, e.g., clothing, linens**

**Assist in meal preparation/presentation and serving to residents, as well as other dining related responsibilities;**

**Perform routine housekeeping services to resident's rooms and community common areas;**

**Be available on an on-call basis as needed;**

**Must be willing to test weekly for covid-19 or on an as needed basis if symptoms or exposure have occurred.**

**Able to speak, read and understand the English language fluently;**

**Communicate well with staff, residents, and families,**

**Follow directions (written and verbal);**

**Transport residents to other departments and/or areas;**

**Respond to emergency calls and requests;**

**Correct environmental hazards in appropriate and safe manner;**

**Document care provided and resident history, including unusual and significant changes in physical, mental, and behavioral conditions;**

**Perform work assignments and required in-service training;**

**Comply with all residents' rights;**

**Observe unusual precautions and infection control procedures;**

**Report concerns and problems to supervisor;**

**Demonstrate interest in improving skills/taking corrective criticism;**

**Able to work well under pressure and take direction in a friendly helpful manner;**

**Demonstrates positive attitude and ability to work well with people, particularly the elderly;**

**Promote positive work environment that emphasized teamwork;**

**Maintain resident confidentiality;**

**Be familiar with OSHA Policies and Procedures (Health and Safety Codes)**

**Perform other duties as assigned;**

## Qualifications:

**This position requires a high school diploma or equivalent certificate and a good work history in a similar facility. Employee must possess a valid First Aid/CPR Card(LH will provide).**

**Physical Demands:**
**In order to successfully perform the various duties of this job, the employee must frequently be able to stand, stoop, and bend; regularly must lift up to 50 pounds and push up to 40 pounds, is regularly required to talk; and hear, and sit, use hand to finger, handle or feel objects, tools or controls and reach with hands and arms. Specific vision abilities required for this job include close vision, depth perception and the ability to adjust focus.**

- **Position pays 16-18 dollars an hour**
- **6 paid holidays for full time employees**
- **After 90 days of employment, available for prestige healthcare (small amount taken out of your check weekly for subscription, can add additional members at additional cost)**
- **Discount on Verizon Phone service**
- **After 2 years of employment all full-time employees are eligible for-profit sharing (LH will add 2% of earned wages yearly)**

**Signatures:**

_____ _____

**Employee:** **Date:**

_____ _____

**Supervisor/Administrator** **Date:**

# Lavender Hills Assisted Living
# Employment Application

Name: Date:

First M.I. Last

Address:

Street City State ZIP

Contact: ( ) - ( )

Home Phone Mobile Phone Email

In Case Of An Emergency Notify: ( )

License # Or ID #/Issuing State: Social Security #: _ _ _ - _ _ - _ _ _ _

If Hired can you provide evidence that you authorized and of legal age to work in the United States? Yes ☐ No ☐

Currently Employed: Yes ☐ No ☐ Date Available:

Will You Work Overtime: Yes ☐ No ☐ Position Desired:

## Previous Employment

1.Company: Job Title: Phone:

Address Dates of Employment:

2.Company: Job Title: Phone:

Address Dates of Employment:

3.Company: Job Title: Phone:

Address Dates of Employment:

4.Company: Job Title: Phone:

Address Dates of Employment:

5.Company: Job Title: Phone:

Address Dates of Employment:

## Education

Circle Highest Grade Completed

| | | |
|---|---|---|
| High School | 1 2 3 4 | School Name, Address, City and State: |
| College | 1 2 3 4 | School Name, Address, City and State: |
| Graduate School | 1 2 3 4 | School Name, Address, City and State: |

## Military Status

| | | |
|---|---|---|
| Have you Served in the U.S. Armed Forces? Yes ☐ No ☐ | | |
| Branch: | Start Date: | End Date: |
| Rank/Rate at Discharge: | Draft Status: | Type of Service: |

## Work References

| | | |
|---|---|---|
| Name: | Occupation: | Phone: |
| Name: | Occupation: | Phone: |
| Name: | Occupation: | Phone: |

Were you referred by a current employee? If so whom

## *Applicant Statement*

*(Read and Sign Below)*

*I certify that this employment application was completed by me and that all of the information on this application is true and correct to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts called for herein will result in my disqualification from further consideration, or dismissal upon employment if I am hired. I have reviewed the authorization for Criminal Records Verification and Fingerprint Information and acknowledge that I understand the terms set forth therein. I understand that this employment application is not valid without my signature.*

| |
|---|
| Print Name: |
| Signature: |