



ATTENDANT'S JOB DESCRIPTION

An attendant's duties include but are not limited to the following:

1. Monitor and maintain the safety and security of all residents at all times
2. Assist resident's with life skills training including but not limited to, budget, hygiene, housekeeping, mealtime, and social interactions.
3. Meal preparation, serving meal and assisting in mealtime clean up.
4. Assist residents in household chores, as determined in their service plan.
5. Supervise laundry duties verifying no coins, hair pins, wallets, etc. are washed or dried. (monitor amount of detergent used for each load)
6. Sterilize washers after each use.
7. Dispense medications to residents and oversee self-administration.
8. Document and maintain medication sheets in a timely manner.
9. Document incidents in a timely manner, (incident report) as well as notifying manager on duty.
10. Participate in on site as well as off site Independence Village activities with residents.
11. Inspect suites for cleanliness, safety and maintenance purposes on a daily basis, notifying Office Administrator or Executive Director of specific needs.
12. Document any repairs needed in maintenance binder.
13. Administer simple First Aid as necessary.
14. Answer incoming phone calls and distribute appropriately or take complete messages.
15. Keep a current head count of all residents and document on In/Out Board.
16. Read latest memos in staff memo book, and sign.
17. 11:00 p.m. to 7:00 a.m. conduct hourly bed checks and record in Progress Notes for each Resident.
18. Cleaning preparations to make ready for next day.
19. Monitor alarms and doors for safety.
20. Supervise physical education of residents, monitoring safety of the activity.
21. Assist in bathing, dressing and hygiene of residents only if and when assistance is needed, as determined in their service plan.
22. Maintain Residents' Out On Pass book.
23. Monitor resident's social activities and interactions with other residents.
24. Each staff is expected to be fully awake and alert at all times, during their shift.
- Other duties as assigned

Attendant's Signature

Date